# FLORIDA SOUTHWESTERN STATE COLLEGE

## CATALOG

2015 - 2016

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# Welcome to Florida SouthWestern State College!

Welcome to the Florida SouthWestern State College family. We offer the tools you need to help you realize your professional goals. With faculty who are passionate about teaching and sharing a wealth of knowledge for your benefit, you will receive an exceptional education that extends beyond the classroom. While you're working on your professional certificate, associate's degree or bachelor's degree, we also offer a wide variety of student clubs and activities as part of a full college experience. Starting in the fall of 2015, athletics will return to FSW with baseball and softball at City of Palms Stadium, and the Suncoast Credit Union Arena will be home to our men's and women's basketball teams in the fall of 2016.

This is your time and your chance to grow personally and develop the skills needed to be a leader. When the day arrives that you put on your cap and gown, I'll be there to shake your hand and congratulate you on a job well done.

Go Bucs!

Dr. Jeff Allbritten, President

## ABOUT FLORIDA SOUTHWESTERN STATE COLLEGE

### Five Decades of History

As the largest institution of higher learning in Southwest Florida, Florida SouthWestern State College (FSW) has been serving the five-county region of Lee, Collier, Charlotte, Hendry and Glades counties for over five decades, and currently has over 35,000 alumni serving in the healthcare, education, public service, and technology industries around the world. Originally founded in 1962 as Edison Junior College, FSW has developed into a leading provider of higher education opportunities for deserving students from across the country.

### From Edison State College to Florida SouthWestern State College

In May 2014, Florida Governor Rick Scott signed a bill to change the college's name to Florida SouthWestern State College. On July 1, 2014, faculty, staff, students, administrators, business and political leaders joined to celebrate the first day of the institution's new beginning as Florida SouthWestern State College.

Today, led by its fourth president, Dr. Jeffery S. Allbritten, the college remains committed to providing affordable educational access to a four-year baccalaureate degree, a two-year associate degree, or a certificate from one of its five accredited schools:

- School of Health Professions
- School of Education
- School of Business and Technology
- School of Pure and Applied Sciences
- School of Arts, Humanities, and Social Sciences

## STRATEGIC DIRECTIONS

### Enhancing the College Experience

1. Focus recruiting, admissions, and retention efforts
2. Create a robust residential life experience on Lee to support our residence hall
3. Explore the potential return of athletics as a component of student life / residential life
4. Increase scholarly activity vis-à-vis the creation of sponsored programs office
5. Expand international education
6. Provide efficient processes that enhance or improve student, faculty and staff overall experience with the college
7. Explore new workforce-related certificate and degree offerings including additional $10,000 degree options

### Increasing Community Connections

8. Fund new initiatives that hold promise for FSW
9. Emphasize the arts as a community resource
10. Refocus the direction for the FSW Foundation and enhancing its role in the college
11. Increase service area coverage through regional vice presidents for economic and community development
12. Assess and respond to regional workforce needs

## ACCREDITATION

Florida SouthWestern State College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call (404) 679-4500 for questions about the accreditation of Florida SouthWestern State College.

Normal inquiries about Florida SouthWestern State College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Florida SouthWestern State College and not to the Commission's office.

This catalog is for information only and does not constitute a contract between the applicant or student and the College. The programs, policies, requirements and regulations published in this Catalog are continually subject to review to serve the needs of the College's various constituencies and are subject to change as circumstances may require. Changes are accessible through Florida SouthWestern State College's Web site: www.fsw.edu.

## THE BOARD OF TRUSTEES

**Sankey E. "Eddie" Webb, III, CPA, MBA, Chair, Charlotte County**

Mr. Webb, of Punta Gorda, has been a certified public accountant and managing partner of Webb, Lorah and Company P.A. since 1985. He received a bachelor's degree from The Citadel and a Master of Business Administration from Auburn University.

**Brian G. Chapman, Jr., B.A., Vice-Chair, Lee County**

Mr. Chapman, of Cape Coral, is the founder and owner of State Insurance Agency. He received a bachelor's degree from Florida Gulf Coast University.

**Marjorie Starnes-Bilotti, J.D., Lee County**

Mrs. Starnes-Bilotti, of Fort Myers, is a retired attorney. She received a bachelor's degree and a law degree from Florida State University.

**Tristan "Tris" Chapman, MBA, Hendry County**

Mr. Chapman, of LaBelle, is a retired Vice President and General Manager of Southern Gardens Citrus. He received a bachelor's degree and MBA from the University of South Florida.

**Byron Donalds, B.S., Collier County**

Mr. Donalds, of Naples, is a Portfolio Manager at Wells Fargo Advisors, LLC. He received a bachelor's degree in Finance and a bachelor's degree in Marketing from Florida State University.

**Eric Loche, B.A., Charlotte County**

Mr. Loche, of Port Charlotte, is a Vice President with Morgan Stanley. He received a bachelor's degree in Psychology and a bachelor's degree in Journalism from California State University.

**Julia G. Perry, B.A.E., Glades County**

Mrs. Perry, of Moore Haven, is a retired school librarian. She received a bachelor's degree in education from the University of Mississippi.

**Braxton C. Rhone, B.S., Lee County**

Mr. Rhone, of Fort Myers, is an Investment Representative at Fidelity Investments. He received a bachelor's degree from Florida Gulf Coast University, where he also served as student body treasurer and vice president.

**Christopher T. Vernon, J.D., Collier County**

Mr. Vernon, of Naples, is a founding partner of the business and investment litigation firm Vernon Healy in Naples. He received a bachelor's degree from Florida State University and received a law degree from Stetson University College of Law.

# Florida SouthWestern State College Fall 2015 Official College Calendar

| | Full Term | A Part of Term | B Part of Term |
|---|---|---|---|
| **Admissions** | | | |
| Application deadline | 8/14/2015 | 8/14/2015 | 10/9/2015 |
| **Registration Begins** | | | |
| Priority registration for housing, honors, and veterans students | 4/22/2015 | 4/22/2015 | 4/22/2015 |
| Degree-seeking, dual enrollment, and early admit students | 4/24/2015 | 4/24/2015 | 4/24/2015 |
| Open registration | 5/19/2015 | 5/19/2015 | 5/19/2015 |
| State employees | 8/24/2015 | 8/24/2015 | 10/19/2015 |
| Late registration ($75.00 penalty) | 8/24/2015 | 8/24/2015 | 10/19/2015 |
| **Registration Deadlines** | | | |
| Apply for change of Florida residency status | 8/31/2015 | 8/31/2015 | 10/28/2015 |
| Add courses, change credit/audit, change degree status | 8/28/2015 | 8/26/2015 | 10/21/2015 |
| Drop a class with a refund | 8/31/2015 | 8/31/2015 | 10/28/2015 |
| Withdrawal from courses or the College | 10/28/2015 | 9/22/2015 | 11/19/2015 |
| **Classes and Final Exams** | | | |
| First day of classes | 8/24/2015 | 8/24/2015 | 10/19/2015 |
| Last day of classes | 12/4/2015 | 10/7/2015 | 12/4/2015 |
| Final exams (see exam schedule on the web) | 12/5 - 12/11/2015 | 10/8 - 10/12/2015 | 12/5 - 12/11/2015 |
| **Grades and Attendance Verification** | | | |
| Last day to replace "I" grade (from previous semester) | 9/21/2015 | 9/21/2015 | 9/21/2015 |
| Attendance verification due | 9/1/2015 | 9/1/2015 | 10/29/2015 |
| Final grades due by 4:30 PM | 12/14/2015 | 10/13/2015 | 12/14/2015 |
| **Housing Deadlines and Dates** | | | |
| Housing application deadline | 6/1/2015 | | |
| Housing installment plan application available | 5/1/2015 | | |
| Overnight housing orientation | 7/10/2015 | | |
| Housing move in | 8/21/2015 | | |
| Housing move out | 12/12/2015 | | |
| **Financial Activities** | | | |
| Classes dropped for non-payment and then daily | 8/4/2015 | 8/4/2015 | 10/1/2015 |
| Housing installment plan 0% due (5 payments) | 8/1/2015 | 8/1/2015 | 8/1/2015 |
| Housing installment plan 25% due (4 payments) | 8/13/2015 | | |
| Housing installment plan 33% down payment due (3 payments) | 9/26/2015 | | |
| Housing installment plan 50% due (2 payments) | 10/10/2015 | | |
| Housing payments due in full | 7/31/2015 | | |
| Tuition Installment Plan Available | 4/22/2015 | | |
| Tuition Installment Plan, last day to enroll online (0 down payment) | 7/9/2015 | | |
| Tuition Installment Plan, last day to enroll online (25% down payment) | 8/11/2015 | | |
| Tuition Installment Plan, last day to enroll online (50% down payment) | 8/20/2015 | | |
| Priority FAFSA completion | 4/30/2015 | | |
| **Additional Important Dates** | | | |
| All enrollment services open - Saturday | 8/1/2015 | 8/1/2015 | |
| New student orientations begin college-wide | 4/28/2015 | 4/28/2015 | 4/28/2015 |
| Convocation (limited Student Services available) | 8/28/2015, 2 PM | 8/28/2015, 2 PM | |
| **Graduation and Commencement** | | | |
| Last day to apply for graduation | 10/30/2015 | 9/15/2015 | 10/30/2015 |
| Commencement | 5/6/2016 | 5/6/2016 | 5/6/2016 |
| **College Closed** | | | |
| | 9/7/2015 | 9/7/2015 | |
| | 11/11/2015 | | 11/11/2015 |
| | 11/26 - 11/29/2015 | | 11/26 - 11/29/2015 |
| | 12/21/2015 - 1/3/2016 | | 12/21/2015 - 1/3/2016 |

# Florida SouthWestern State College Spring 2016 Official College Calendar

| | Full Term | A Part of Term | B Part of Term |
|---|---|---|---|
| **Admissions** | | | |
| Application deadline | 1/2/2016 | 1/2/2016 | 3/4/2016 |
| **Registration Begins** | | | |
| Priority registration for housing, honors, and veteran students | 10/23/2015 | 10/23/2015 | 10/23/2015 |
| Degree-seeking, dual enrollment, and early admit students | 10/27/2015 | 10/27/2015 | 10/27/2015 |
| Open registration | 11/10/2015 | 11/10/2015 | 11/10/2015 |
| State employees | 1/7/2016 | 1/7/2016 | 3/14/2016 |
| Late registration ($75.00 penalty) | 1/7/2016 | 1/7/2016 | 3/14/2016 |
| **Registration Deadlines** | | | |
| Apply for change of Florida residency status | 1/14/2016 | 1/14/2016 | 3/21/2016 |
| Add courses, change credit/audit, change degree status | 1/13/2016 | 1/11/2016 | 3/16/2016 |
| Drop a class with a refund | 1/14/2016 | 1/14/2016 | 3/21/2016 |
| Withdrawal from courses or the College | 3/16/2016 | 2/4/2016 | 4/13/2016 |
| **Classes and Final Exams** | | | |
| First day of classes | 1/7/2016 | 1/7/2016 | 3/14/2016 |
| Last day of classes | 4/27/2016 | 2/24/2016 | 4/27/2016 |
| Final exams (see exam schedule on the web) | 4/28 - 5/4/2016 | 2/25 - 3/1/2016 | 4/28 - 5/4/2016 |
| **Grades and Attendance Verifications** | | | |
| Last day to replace "I" grade (from previous semester) | 2/4/2016 | 2/4/2016 | 2/4/2016 |
| Attendance verifications due | 1/15/2016 | 1/15/2016 | 3/22/2016 |
| Final grades due by 4:30 PM | 5/5/2016 | 3/2/2016 | 5/5/2016 |
| **Housing Deadlines and Dates** | | | |
| Summer housing applicaton available | 4/1/2016 | 4/1/2016 | 4/1/2016 |
| Housing installment plan application available | 10/1/2015 | | |
| Housing installment plan application deadline | 5/1/2015 | | |
| Housing move in | 1/4/2016 | | |
| Housing move out | 5/5/2016 | | |
| **Financial Activities** | | | |
| Classes dropped for non-payment and then daily | 1/5/2016 | 1/5/2016 | 2/26/2016 |
| Housing installment plan 25% due (4 payments) | 12/23/2015 | | |
| Housing installment plan 33% due (3 payments) | 1/27/2016 | | |
| Housing installment plan 50% due (2 payments) | 2/24/2016 | | |
| Housing installment plan 50% due (1 payments) | 3/4/2016 | | |
| Tuition Installment Plan Available | 10/16/2015 | | |
| Tuition Installment Plan, last day to enroll online (0 down payment) | 11/10/2015 | | |
| Tuition Installment Plan, last day to enroll online (25% down payment) | 12/10/2015 | | |
| Tuition Installment Plan, last day to enroll online (50% down payment) | 1/7/2016 | | |
| **Additional Important Dates** | | | |
| All enrollment services open - Saturday | 1/2/2016 | | |
| New student orientations begin college-wide | 10/27/2015 | 10/27/2015 | 10/27/2015 |
| State of the College Address (limited Student Services available) | 1/29/2016, 2 PM | 1/29/2016, 2 PM | |
| **Graduation and Commencement** | | | |
| Last day to apply for graduation | 3/15/2016 | 1/29/2016 | 3/15/2016 |
| Commencement | 5/6/2016 | 5/6/2016 | 5/6/2016 |
| **College Closed** | | | |
| | 1/18/2016 | 1/18/2016 | |
| | 3/7 -3/13/2016 | | 3/7 -3/13/2016 |

# Florida SouthWestern State College Summer 2016 Official College Calendar

| | Full Term | A Part of Term | B Part of Term |
|---|---|---|---|
| **Admissions** | | | |
| Application deadline | 5/4/2016 | 5/4/2016 | 6/22/2016 |
| **Registration Begins** | | | |
| Priority registration for housing, honors, and veteran students | 3/18/2016 | 3/18/2016 | 3/18/2016 |
| Degree-seeking, dual enrollment, and early admit students | 3/23/2016 | 3/23/2016 | 3/23/2016 |
| Open registration | 4/6/2016 | 4/6/2016 | 4/6/2016 |
| State employees | 5/11/2016 | 5/11/2016 | 6/27/2016 |
| Late registration ($75.00 penalty) | 5/11/2016 | 5/11/2016 | 6/27/2016 |
| **Registration Deadlines** | | | |
| Apply for change of Florida residency status | 5/17/2016 | 5/17/2016 | 6/29/2016 |
| Add courses, change credit/audit, change degree status | 5/17/2016 | 5/13/2016 | 6/29/2016 |
| Drop a class with a refund | 5/17/2016 | 5/17/2016 | 6/29/2016 |
| Withdrawal from courses or the College | 6/29/2016 | 6/9/2016 | 7/20/2016 |
| **Classes and Final Exams** | | | |
| First day of classes | 5/11/2016 | 5/11/2016 | 6/27/2016 |
| Last day of classes | 8/2/2016 | 6/21/2016 | 8/5/2016 |
| Final exams | Last day of class | Last day of class | Last day of class |
| **Grades and Attendance Verifications** | | | |
| Last day to replace "I" grade (from previous semester) | 6/8/2016 | 6/8/2016 | 6/8/2016 |
| Attendance verifications due | 5/18/2016 | 5/18/2016 | 7/5/2016 |
| Final grades due by 4:30 PM | 8/3/2016 | 6/22/2016 | 8/8/2016 |
| **Housing Deadlines and Dates** | | | |
| Housing installment plan application deadline | 3/23/2016 | | |
| Housing move in | 5/10/2016 | 6/22/2016 | 6/24/2016 |
| Housing move out | 8/6/2016 | 6/23/2016 | 8/6/2016 |
| **Financial Activities** | | | |
| Classes dropped for non-payment and then daily | 5/4/2016 | 5/4/2016 | 6/22/2016 |
| Tuition Installment Plan Available | 3/12/2016 | | |
| Tuition Installment Plan, last day to enroll online (0 down payment) | 4/11/2016 | | |
| Tuition Installment Plan, last day to enroll online (25% down payment) | 5/11/2016 | | |
| Tuition Installment Plan, last day to enroll online (50% down payment) | 6/22/2016 | | |
| **Additional Important Dates** | | | |
| New student orientations begin college-wide | 3/22/2016 | 3/22/2016 | 3/22/2016 |
| **Graduation** | | | |
| Last day to apply for graduation | 7/11/2016 | 5/31/2016 | 7/11/2016 |
| Commencement | 5/6/2016 | 5/6/2016 | 5/6/2016 |
| **College Closed** | | | |
| | 5/30/2016 | 5/30/2016 | |
| | 7/4/2016 | | 7/4/2016 |

## CAMPUSES AND CENTERS

**Charlotte Campus**
26300 Airport Rd.
Punta Gorda, FL 33950
(941) 637-5629
http://www.fsw.edu/charlotte/

**Collier Campus**
7505 Grand Lely Drive
Naples, FL 34113-8911
(239) 732-3700
http://www.fsw.edu/collier

**FSW Online**
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9300
http://online.fsw.edu

**Hendry/Glades Center**
1092 East Cowboy Way
LaBelle, FL 33935
(863) 674-0408
http://www.fsw.edu/hendryglades

**Thomas Edison (Lee) Campus**
8099 College Parkway
Fort Myers, FL 33919
(239) 489-9300
http://www.fsw.edu/lee/

**Toll Free to Contact all Locations**
1 (800) 749-2322
www.fsw.edu

# Admissions

## Florida SouthWestern State College Admissions Policy

Florida SouthWestern State College (FSW) affirms its policy of open admissions. All applicants for admission are considered solely on the basis of their academic qualifications, without regard to their race, color, religion, sex, age, disability, marital status, and national origin. Florida SouthWestern State College reserves the right to deny admission to any applicant whose behavior is not in keeping with the best interests of Florida SouthWestern.

Florida SouthWestern State assesses a non-refundable admissions application fee for all new students. The admissions application is not processed until the admissions application fee is received. The Admissions Office is responsible for administering Florida SouthWestern State's admissions policies and for providing information regarding the admissions process, including admissions requirements, residency requirements, student privacy rights, and classification of students. Students may submit an admissions application via our online system at www.fsw.edu/admissions with the application fee.

After the admissions application has been processed, the Admissions Office notifies each applicant of his/her acceptance to Florida SouthWestern State College and provides the applicant with testing, advisement, orientation and registration information. Accepted applicants may begin their studies any term. For important dates, please see the Academic Calendar.

NOTE: Florida law (Fla. Stat. §1003.43) provides that students graduating from a Florida public high school after August 1, 1987, and applying for admission to an Associate in Arts degree program must meet specific general requirements for high school graduation. Graduates from private high schools and out-of-state public schools must have completed a curriculum that includes four years of English and three years each of mathematics, science, and social studies. However, in lieu of the English requirement, foreign students may use four years of instruction in their native language or language of instruction in the secondary school attended.

A high school transcript or GED test scores are required before a student is allowed to register for classes. Home-schooled students will need to submit an Affidavit of Home School Completion, which must be completed and signed by the Home School Official (parent) and notarized.

If a final official high school transcript is not received by the College by the midpoint of the first term of enrollment, a hold will be placed on the student's record and he/she will not be allowed to register for a subsequent term. Students who have earned a CPT or PERT Eligible Certificate of Completion in Florida may enroll at FSW, but are not eligible for Financial Aid or some programs requiring special training (i.e., nurses, classroom teachers, police officers, correctional officers) until they earn a standard high school diploma or GED.

*Please note that admission to Florida SouthWestern State College does not guarantee admission into a limited access or baccalaureate program. For program admissions information, please consult the appropriate program page in the College Catalog.*

## Admissions Requirements

**Baccalaureate Degree (BS) (BAS) Admissions Requirements**

Priority application deadlines for all baccalaureate programs are:
Fall term = August 1
Spring term = December 1
Summer term = April 1

For program admissions information, please consult the appropriate program page in the College Catalog.

Cardiopulmonary Sciences, BAS
Public Safety Administration, BAS
Supervision and Management, BAS
Elementary Education, BS
Middle Grades Language Arts Education, BS
Middle Grades Mathematics Education, BS
Middle Grades Science Education, BS
Nursing, BSN
Secondary Biology Education, BS
Secondary Mathematics Education, BS

Please note that admission to Florida SouthWestern State College does not guarantee admission into a limited access or baccalaureate program.

## Associate in Arts (AA) Admissions Requirements

The AA degree provides students with the foundation needed to be successful at any one of Florida's twelve state universities. To be admitted as an AA degree seeking student, an applicant must meet one of the following requirements:

1. Have earned a standard diploma from a high school accredited by the Florida Department of Education or a standard diploma from a regionally accredited high school. Applicants who did not graduate from high school in the United States must have the equivalent of a U.S. high school diploma and must meet language standards established through College policy and/or procedure; or
2. Have earned a high school equivalency diploma based on performance on the General Equivalency Diploma (GED) test administered through any State Department of Education; or
3. Have completed a home education program meeting the requirements of Fla. Stat. §1002.41; or
4. Have earned a standard certificate of completion from a Florida public high school due to FCAT performance (must have completed high school after May 2003); or
5. Have been approved by Florida SouthWestern State for entry into the Accelerated Programs for High School Students.

Applicants who have completed an AA or a baccalaureate degree at another regionally accredited college or university cannot enroll in an AA degree program at Florida SouthWestern State College.

## Associate in Science (AS) Admissions Requirements

The AS degree programs are primarily designed to prepare students for employment in select fields. To be admitted as an AS degree seeking student, an applicant must meet one of the following requirements:

1. Have earned a standard diploma from a high school accredited by the Florida Department of Education or a standard diploma from a regionally accredited high school. Applicants who did not graduate from high school in the United States must have the equivalent of a U.S. high school diploma and must meet language standards established through College policy and/or procedure; or
2. Have earned a high school equivalency diploma based on performance on the General Equivalency Diploma (GED) test administered through any State Department of Education; or
3. Have completed a home education program meeting the requirements of Fla. Stat. §1002.41; or
4. Have earned a standard certificate of completion from a Florida public high school due to FCAT performance (must have completed high school after May 2003); or
5. Have been approved by Florida SouthWestern State for entry into the Accelerated Programs for High School Students.

## Additional Health Professions Admissions Requirements

Most Associate in Science degree programs in the School of Health Professions are selective admissions programs. Admission to Florida SouthWestern State College does not automatically qualify an applicant for acceptance to these Health Professions

programs. Students must complete a separate admissions application to each limited-access program of study. Records submitted for application become the property of Florida SouthWestern State College and will not be available for use to meet the requirements of third parties.

## Criminal History Background Check

Applicants to Health Professions programs with associated clinical activities will be required to complete a College-approved criminal history background check at the individual's expense. Results of the background check must be satisfactory in order for the applicant to be eligible for final acceptance/enrollment in a limited-access program. A student who does not maintain continuous clinical enrollment in the limited-access program will be required to submit a new criminal history background check.

## Health Record/Ability to Meet Technical Standards

A completed medical health form and self-assessment of program technical standards must be submitted to and approved by the individual Health Professions Program Director prior to admission to clinical rotations. The health record will include results from a physical examination and laboratory tests, including immunization records, which must be verified by a licensed physician or his/her designee. Applicants who do not meet the standards of physical and mental health, as required by clinical facilities for safe patient care, may reapply and be considered for application to a Health Professions program after resolution of the health problem. A student who does not maintain progressive clinical enrollment in the limited-access program may be required to submit a new student health record.

## College Certificate Admissions Requirements

College Certificate programs are usually one year or less in length and prepare students for employment in specialized areas. To be admitted as a certificate seeking student, an applicant must meet one of the following requirements:

1. Have earned a standard diploma from a high school accredited by the Florida Department of Education or a standard diploma from a regionally accredited high school. Applicants who did not graduate from high school in the United States must have the equivalent of a U.S. high school diploma and must meet language standards established through College policy and/or procedure; or
2. Have earned a high school equivalency diploma based on performance on the General Equivalency Diploma (GED) test administered through any State Department of Education; or
3. Have completed a home education program meeting the requirements of Fla. Stat. §1002.41; or
4. Have earned a standard certificate of completion from a Florida public high school due to FCAT performance (must have completed high school after May 2003); or
5. Have been approved by Florida SouthWestern State for entry into the Accelerated Programs for High School Students.

## Post-Secondary Adult Vocational (PSAV) Admissions Requirements

PSAV programs are usually one year or less in length and prepare students for employment in specialized areas. To be admitted as a PSAV certificate seeking student, an applicant must meet one of the following requirements:

1. Have earned a standard diploma from a high school accredited by the Florida Department of Education or a standard diploma from a regionally-accredited high school. Applicants who did not graduate from high school in the United States must have the equivalent of a U.S. high school diploma and must meet language standards established through College policy and/or procedure; or
2. Have earned a high school equivalency diploma based on performance on the General Equivalency Diploma (GED) test administered through any state department of education; or
3. Have completed a home education program meeting the requirements of Fla. Stat. §1002.41; or
4. Have earned a standard certificate of completion from a Florida public high school due to FCAT performance (must have completed high school after May 2003); or

5. Have been approved by Florida SouthWestern State College for entry into the Accelerated Programs for High School Students.

## International Students (F1 Visa) Admission Requirements

Florida SouthWestern State College (FSW) has a diverse student population and it encourages applicants from around the world to apply for our various degree programs. FSW is authorized under the United States Federal Law, Immigration and Nationality Act under section 101(a)(15)(F)(i) to enroll non-immigrant alien students.

Applicants with or seeking an international student visa (F-1) must meet the following admission requirements by the published priority deadlines. FSW issues an I-20 form after all admission requirements are met. Applicants may be issued the F-1 visa when they present the I-20 form to the appropriate personnel in a U.S. Embassy.

Due to the additional processing time required for international students, application and supporting documents should be submitted as early as possible. We recommend the following priority deadlines:

| **Application Deadlines for International Student Admission** | | | | |
|---|---|---|---|---|
| **Term** | **Start Date** | | **End Date** | **Application Deadline** |
| FALL | August | - | December | June 2 |
| SPRING | January | - | May | October 1 |
| SUMMER* | May | - | August | February 16 |

**Summer applicants must take a full course load (12 credits) in the summer, fall and spring before they are eligible for an optional summer term in the following year.*

If the application and supporting documents are not received by the required deadlines, the admissions application will be considered for the following term. The financial affidavit cannot be older than 6 months from the start date of the course of study. A new financial affidavit must be resubmitted, if so required by the college and International Student Services (ISS) representative.

**Apply for Admission:** The applicant must apply for admission and submit all required admission credentials as outlined below, to the Admissions Office no later than the published deadline for international student admission, for the term for which the student is seeking admission.

**English Language Proficiency:** Since instruction is in English, applicants must demonstrate proficiency in the English language. To demonstrate this proficiency, if English is not the applicant's native language, the applicant must submit satisfactory results of one of the following tests; TOEFL (Test of English as a Foreign Language) IELTS (International English Language Testing System), MELAB (Michigan English Language Assessment Battery).

Required scores are:

- TOEFL (Internet): 79
- TOEFL (Paper): 550
- TOEFL (Computer-based): 213
- IELTS: 6
- MELAB: 77

**TOEFL/IELTS/MELAB Exemption:** To be exempt from TOEFL/IELTS/MELAB, the student must show proof of one of the following:

- Graduation from a US high school
- The student has earned the GED taken in English
- Successful completion of secondary education from a school outside the United States that teaches the entire secondary education curriculum in English
- International student applicants whose native language is English or who have successfully completed one academic year of study at a recognized/regionally accredited university, or college in a country where English is the official language (excluding intensive English language programs).

Any exceptions to the above requirements should be requested in writing with or immediately following the submission of the actual application to the college. All requests for exemption must be accompanied with complete details explaining the reasons for the request.

If the student shows acceptable alternative evidence of English proficiency for exemption, the student will be required to schedule an interview in person or via video conferencing with the International Student Services representative prior to applying for a TOEFL/IELTS/MELAB waiver. A decision regarding an exemption request will only be made after the entire file has been reviewed.

The waiver of TOEFL/IELTS/MELAB scores is at the discretion of Florida SouthWestern State College. Exemption from submitting TOEFL/IELTS/MELAB results does not imply exemption from sitting for an additional test for college placement before registration, if so required by the school or academic department.

**Financial Statement:** The applicant or sponsor must provide a notarized financial statement verifying the availability (in U.S. dollars) of the funds necessary for the applicant to attend Florida SouthWestern State College. The applicant or sponsor must complete the financial affidavit form. FSW does not provide to sponsors financial assistance, or transportation services. Students attending Florida SouthWestern State College on an F-1 student visa may work only on campus, if employment is available. Because of this uncertainty, students are not able to use on-campus employment as part of their financial resources.

**High School and College Transcripts:** International students must provide proof of high school graduation, as evidenced by evaluated transcripts from an approved source. A document by document evaluation is required. A request for evaluation of non-U.S. transcripts must be submitted to one of the approved National Association of Credential Evaluation Services (NACES) agencies. High school evaluated transcripts should be sent directly from the evaluation agency, to the Admissions Office-International.

International student applicants, who have attended international colleges/universities and wish to attend FSW on an F1 visa, must submit evaluated course-by-course transcripts from all colleges or universities attended. Requests for evaluation of transcripts must be submitted to one of the approved NACES agencies.

All evaluated college transcripts should be sent directly from the evaluation company to the Office of the Registrar. If the student has attended a U.S. institution, the transcript should be sent directly from the school to Florida SouthWestern State College, Office of the Registrar.

**Transfer International Students:** International students transferring from another college or university in the U.S., must apply for admission to FSW and provide all of the requirements listed above, including high school and college transcripts, financial statement, and proof of English proficiency. Additionally, the following requirements must be submitted before an admission decision is reached.

1. An official transcript from all U.S. colleges or universities attended
2. Copies of all previously issued I-20 forms
3. A visa clearance form from the International Student Advisor at the current U.S. college or university, verifying the student's current status
4. A valid passport and an I-94 form

**Note:** Transfer students who are out of F-1 status and have a terminated record at their current school will not be issued a reinstatement I-20 from our school.

**International Student Orientation:** International students must attend an orientation with the International Student Services representative prior to the first day of classes of the term for which the applicant is seeking admission.

**Common Placement Testing:** Florida SouthWestern State College follows State Rule 6A10.0315 concerning placement testing. For more information, including tips, a study guide, and practice tests, visit the Placement Testing Information webpage.

**Standards of Academic Progress for International Students:** All international students must meet the Standards of Academic Progress for International Students. Student must maintain a cumulative 2.00 grade point average to avoid academic probation or dismissal. International students are required to enroll full time (12 credits) each semester to maintain F-1 status.

Academic probation or dismissal may prohibit the student from attending full time, thus resulting in failure to maintain F-1 status. Summer semester full time enrollment is not mandatory, unless it is the first semester the student is attending.

**Health Insurance.** All applicants must provide proof of health and accident insurance to include a body repatriation and body evacuation rider prior to registering for classes.

**Please Note: An international student who is in the United States on the F-1 student visa may not claim Florida residency for tuition purposes and must pay nonresident fees. International Students do not qualify for Federal Financial Aid.**

## Requirements for Readmission

Students who have not attended Florida SouthWestern State within the past three academic terms must submit an admissions application (the admissions application fee is not required for former students) and such other information as may be required by the Admissions Office; this documentation includes proof of residency documents for in-state tuition classification. Degree seeking students readmitting after two years of non-attendance, who did not complete English, and mathematics requirements may be required to take the Post-Secondary Education Readiness Test (PERT) (please see Testing Services, in the Student Services Section, for more information). Students attempting to return after suspension or dismissal must petition for readmission. A favorable decision is dependent upon clear written evidence that indicates promise of successful performance (please see Petitions, in the Student Records section, for more information).

## College Rights - Admission Denial

In accordance with Section 1001.64(8)(a), Florida Statutes, the College may consider past actions of any person applying for admission or enrollment and may deny admission or enrollment to an applicant because of misconduct, if determined to be in the best interest of the College.

An applicant who answers yes to any of the following questions on the admissions application must submit a full statement of relevant facts, the Criminal/Disciplinary Disclosure form, and official court and/or educational institution documents explaining the final disposition of the proceedings. Failure to provide this information will delay an admissions decision.

1. Are you currently, or have you ever been, charged with or subject to disciplinary action for scholastic (such as plagiarism or cheating) or any other type of behavioral misconduct at any educational institution? You do not need disclose academic dismissal, suspension, or probation for poor grades.
2. Have you ever been charged with a felony (even if adjudication was withheld) which resulted in, or if still pending could result in, probation, community service, restitution, a jail sentence or the revocation or suspension of your driver's license?

Note: A person whose records have been expunged pursuant to applicable law, is not required to answer yes to these questions.

The Admission Decision Committee will review all documents and inform the individual of the admission determination in writing via email. A person who is denied admission may appeal to the Vice President of Student Affairs and Enrollment Management if the person can document that the circumstances giving rise to the conviction or events occurring since the conviction clearly demonstrate that the individual will not reoffend. The individual will receive a final admission determination in writing via email. The decision made by the Vice President of Student Affairs and Enrollment Management will be the final decision of Florida SouthWestern State College.

The College has determined that the presence on campus of the following persons could be disruptive of the orderly process of the College's programs and would interfere with the rights and privileges of other students:

1. Individuals who are officially designated as Sexual Offenders or Sexual Predators.
2. Individuals who have been convicted of an offense described in Section 1012..315, Florida Statutes.

Such persons shall be denied admission or enrollment unless the circumstances giving rise to the conviction or events occurring since the conviction clearly demonstrate that the individual will not reoffend. The burden of demonstrating such exceptional circumstances shall be on the individual seeking admission or enrollment.

# Florida Residency for Tuition Purposes: Rules/Guidelines

The burden of proof rests with the student to establish and prove Florida residency. A student is classified as a Florida resident and eligible to pay resident tuition and fees when the student has submitted the Residency Affidavit, and provided the required supporting documentation.

A Florida resident for tuition purposes is a person who (or a dependent person whose parent or legal guardian) has established and maintained legal residence in Florida for at least 12 consecutive months immediately prior to the residency deadline published in the Official College Calendar for the term that the student plans to enroll.

To qualify as a resident for tuition purposes, an applicant must be a U.S. citizen, legal permanent resident, or hold a visa status approved for Florida residency. Complete documentation of residency requirements is available through the Florida Shines at www.floridashines.org.

To verify residency, the student (parent or legal guardian for dependent students) is required to submit two documents from those listed on the Residency Affidavit and in the definitions of this catalog section. If only one document is available from Tier One, a document may be submitted from Tier Two with a Tier One document.

## Definitions

1. *DEPENDENT STUDENT*: A student who is under age 24 and receives 50% or more of his/her support from another person as defined by the Internal Revenue Service will be classified as a dependent student. A student, living with his/her parent or not, who is eligible to be claimed by his/her parent under the federal income tax code will be classified as a dependent student.
2. *INDEPENDENT STUDENT*: A student who meets the following criteria will be classified as an independent student.
    1. The student who is 24 years of age or older prior to the first day of classes for the semester which residency is sought.
    2. The student who is married (copy of marriage certificate required).
    3. The student has a child or other dependents who live with the student and receive more than half of their support from the student (copy of most recent federal tax return listing the child as the student's dependent is required).
    4. The student is a veteran of the United States Armed Forces (copies of DD214 or military orders required).
    5. Both of the student's parents are deceased and the student is or was (until age 18), a ward of the court or in foster care (copies of court documents required).
    6. The student can provide documentation that the student is not claimed by his/her parent/legal guardian as a dependent under the federal tax code and can document that the student provides at least 51% of his/her own support for the cost of attendance as defined by the Florida SouthWestern State College Office of Financial Aid (copy of the most recent federal income tax return and W2 form(s) required).
3. *NONIMMIGRANTS*:
    1. Nonimmigrants holding one of the following visas are eligible to establish Florida residency: A, E, G, H-1, H-4, I, K, L, N, O-1, O-3, R, NATO 1-7, T, V (visa and passport papers required).
    2. Dependent children of the above visa categories must be under age 21. Students must change status prior to their 21st birthday. Those who change to F-1 status will be charged out-of-state fees the very next semester. Dependent children over 21 years of age are out-of-status and thus are not eligible for in-state fees.

## Documentary Evidence Supporting Claims of Florida Residency

The claimant must provide two forms of evidence from the following lists: at least one document MUST be from **Tier One**. ONE document from **Tier Two** may be used in conjunction with one document from **Tier One**. **ALL** documents supporting the establishment of legal residence (whether from **Tier One** and/or **Tier Two**) must be dated, issued, or filed 12 consecutive months prior to the first day of classes for the term for which Florida Resident classification is sought.

## Tier One (at least one document MUST be from the following list):

1. Florida Driver's License or Florida Identification Card.
2. Florida Voter Registration.
3. Florida Vehicle Registration.
4. Proof of purchase of a permanent home in Florida that is occupied as a primary residence of the claimant (Homestead Exemption; contracts/agreements must be dated 12 consecutive months prior to the last day to apply for change of residency for tuition purposes).
5. Transcript from a Florida high school for multiple years (2 or more) if the Florida high school diploma or GED was earned within the last 12 months.
6. Proof of permanent full-time employment in Florida [letters from current and past employers must be on company letterhead stating the date of hire and that claimant has been employed as a permanent full-time employee (at least 30 hours per week) for the last 12 consecutive months]. The letter must indicate an address in the state of Florida.

## Tier Two (One document from the following list may be used if claimant has only One document from Tier One):

1. A Florida professional or occupational license (must be current and show at least 12 consecutive months).
2. A declaration of domicile in Florida (must be certified by a Clerk of the Court at least 12 consecutive months prior to the first day of classes for the term for which residency is sought).
3. Utility bill and proof of 12 consecutive months of payments (electric, gas water, cable/satellite TV; service must be current and only one utility may be used). Cell/mobile phones cannot be used.
4. Documents evidencing family ties (for example, adoption or legal guardianship papers or other official court documents).
5. Lease agreement and proof of 12 consecutive months of payments (lease must be current; copies of prior leases may be used to establish 12 consecutive months).
6. Proof of membership in Florida-based charitable or professional organizations (NOTE: membership in a church does not constitute membership in a Florida-based charitable organization).

## Other Approved Processes for Documenting Florida Residency

Students who have tuition and fees waived or exempted according to the following sections of Florida Statutes shall be classified as Florida residents and shall not be required to submit additional residency documentation for tuition purposes for the duration of the exemption or waiver eligibility period.

1. §1009.25(1)(c) and (d): Custody of Department of Children and Families, in the care of a relative or adopted from the Department of Children and Families,
2. §1009.25(1)(f): Homeless,
3. §961.06(1)(b): Wrongful incarceration,
4. §112.191(3): Dependents or spouses of firefighters killed in the line of duty, and
5. §112.19(3): Dependents or spouses of law enforcement, correctional, or correctional probation officers killed in the line of duty.

After eligibility for the waiver or exemption has expired, the student must prove Florida residency for tuition purposes to continue receiving the in-state tuition benefits.

### Non-Florida Resident

A student who does not qualify as a Florida resident or who does not complete and submit the Residency Affidavit will be classified as a non-Florida resident and will be charged out-of-state tuition and fees.

### Reclassification to Florida Resident

A student who is initially classified as a non-resident for tuition purposes (a student who was previously enrolled in a Florida institution of higher education as a non-Florida Resident and paid non-Florida Resident tuition and fees; or, who does not qualify for initial residency upon enrollment at Florida SouthWestern State College) may become eligible for reclassification to a Florida Resident for Tuition Purposes only if that student (or, if that student is a dependent child, his/her parent) presents clear and convincing documentation that supports permanent legal residency in Florida for at least 12 consecutive months rather than temporary residency for the purpose of pursuing an education. An individual who is classified as a non-resident for tuition purposes and who marries a legal resident of the state and later becomes a legal resident may become eligible for reclassification by submitting proof of his/her legal residency, evidence of his/her marriage to a legal resident, and evidence of his/her spouse's legal residence in Florida for at least 12 consecutive months immediately preceding the application for reclassification. The individual does not have to satisfy the requisite 12 month qualifying period (Fla. Stat. 1009.21(6)(d)).

### Documentary Evidence Supporting Claims of Reclassification

The student, spouse, or his or her parent (if that student is a dependent) must provide a minimum of three documents dated at least 12 consecutive months prior to the first day of classes for the term for which residency is sought; one of the three documents must come from Tier One.

### Appealing Residency Determination

If your application for residency is denied and you choose to appeal the decision, you must submit an Appeal of Resident Status within 10 calendar days prior to the first day of classes to the Admissions Office. The designated Residency Appeal Committee will review the appeal and inform the applicant of the final residency determination in writing via email. Please note that the Residency Appeal Committee cannot override Florida statutes which govern residency for tuition purposes. The decision of the Residency Appeal Committee is considered the final decision of Florida SouthWestern State College.

## Student Classifications

### Degree Seeking Classification

Applicants who indicate on the admissions application their intent to pursue a bachelor's degree, an AA, an AS, or a college certificate program are subject to specific Florida SouthWestern State policies and procedures which are in place to help students achieve their educational goals. A review of high school/college transcripts and previous test scores taken within the past two years (any combination of P.E.R.T., ACT, SAT, or FCAT 2.0 scores) will be used for placement purposes. Some students may be exempt from placement testing. Please refer to the Placement Testing Information webpage for more information concerning placement testing requirements. Degree seeking students who previously attended another college or university must request that an official transcript be sent from that college or university directly to Florida SouthWestern State.

### Non-Degree Seeking Classification

Applicants who indicate on the admissions application that they do not intend to pursue a bachelor's degree, an AA, an AS, or a college certificate program, but who wish to enroll in college credit courses for transfer credit purposes or for personal interest and enjoyment, must apply for admission and submit the appropriate residency documentation and an official high school

transcript stating proof of graduation or a GED transcript. Please note: students holding a "special diploma" are not eligible for admission as a non-degree seeking or degree-seeking student. Non-degree seeking students wishing to enroll in college credit courses must meet all course prerequisites. Non-degree seeking students planning to take courses with prerequisites requiring college level placement or who have earned more than 15 credits as a non-degree student may be required to complete the Common Placement Exam (Post-secondary Education Readiness Test- P.E.R.T.) or submit a full set of ACT, SAT, or FCAT 2.0 scores taken within the past two years. For additional information concerning placement testing requirements please refer to the Placement Testing Information webpage.

Non-degree seeking students wishing to change to degree seeking status must do so prior to the last day for new degree-seeking students to apply for admission.

*NOTE:* Non-degree seeking students are not eligible for financial aid, veterans' benefits, and certain academic programs/services that require degree seeking status. Students who intend to matriculate into a degree seeking program will be limited to 15 hours of coursework as a non-degree seeking student.

## Non-Degree Enrollment Policy for Baccalaureate Level Courses

Baccalaureate level courses (numbered 3000 and 4000) are intended for enrollment by degree seeking students in a Florida SouthWestern State College baccalaureate program. Students may be permitted, on a case-by-case basis, to enroll in baccalaureate level courses on a non-degree student basis. Requests must be made in writing and submitted to the affiliated program director/dean for approval. Students who intend to matriculate into the baccalaureate program will be limited to nine credit hours of upper division coursework. For continued enrollment, students must adhere to the stated admission requirements for the intended baccalaureate program.

Students with a previous bachelor's degree, with proper documentation, may enroll in additional coursework beyond nine credit hours with permission from the appropriate Academic Dean. Students interested in taking courses for teacher certification or re-certification must provide the following documentation:

1. Florida Department of Education or School District documentation of certification needs (*Statement of Status of Eligibility* or approved school district form); or
2. A copy of a valid teaching certificate issued by the State of Florida Department of Education and unofficial transcripts from a regionally accredited institution showing proof of an earned bachelor's degree.

Guest Students may enroll, following the stated policy at their home institution, in accordance with Florida SouthWestern State College's Guest Enrollment Policy. Prior approval from the home institution is required for enrollment in upper division Florida SouthWestern State College courses.

## Guest Students (Incoming Transient Students)

Applicants seeking a degree from another college or university who wish to enroll at Florida SouthWestern State to transfer coursework back to their "home" college or university are admitted as Guest Students.

Guest Students are advised by their "home" college or university regarding courses to take at Florida SouthWestern State. Guest Students must have written permission (Transient Student/Cross-Enrolled form) from the "home" college or university. A Transient Student Form is required for each semester of enrollment. The Transient Student Form is available for all Florida public colleges and universities on www.floridashines.org.

Guest Students not attending a Florida public college or university are responsible for requesting their Florida SouthWestern State College transcript to be sent back to their "home" institution. This is not an automatic action; it must be requested and the transcript fee must be paid.

## Transient Students

Florida SouthWestern State students planning to take coursework away from FSW during any term must have the coursework approved and a Transient Student Admission Application completed. Transient forms are available for all Florida public colleges and universities on www.floridashines.org. For all non-Florida and private institutions, students should see an academic advisor on any FSW campus. Students must be in good academic standing having at least a 2.0 cumulative GPA, be a current degree seeking student eligible for enrollment into courses, have met all course prerequisites at Florida SouthWestern State for the requested class, in order for a transient request to receive advisor approval. Unless an exception is approved by Academic Advising, the requested class must fulfill requirements for the degree he/she is pursuing at FSW. Students are responsible for contacting the host institution regarding any registration issues.

Requests that receives advisor approval are forwarded to the next department for review. If financial aid will be used, the student must first pay the tuition and fees up front for the approved course(s) at the host institution. Proof of payment and a copy of the registration form dated after the add/drop deadline for the host institution, must be submitted to the Financial Aid office on the Thomas Edison (Lee) Campus of FSW.

Students are responsible for making arrangements to have their transcript(s) for courses taken at another institution sent to the Office of the Registrar at Florida SouthWestern State College. Students must complete a minimum of 25% of the required degree or certificate coursework at Florida SouthWestern State College to graduate from Florida SouthWestern State with a degree or certificate. English for Non-Native Speakers (ESL, ENS), physical education, and college preparatory courses do not apply; however, six credits of college-level EAP (English for Academic Purposes) coursework taken at Florida SouthWestern State College would apply.

# Registration

## How to Register

Registering for classes at Florida SouthWestern State College is easy and convenient using Florida SouthWestern State College's student online services. Students can also register for classes by visiting one of Florida SouthWestern State College's three campuses or the Hendry/Glades Center. Special services for disabled students are available upon request (see Academic Policies and Procedures Relating to Students).

Please refer to the Academic Calendar for registration dates. Other important registration dates, such as late registration, add/drop period, and refund and withdrawal deadlines, are also set in the Academic Calendar. The Academic Calendar is published in this Catalog.

Placement testing is required for non-exempt students as described in Florida Statute 1008.30 prior to registration. Exempt students may elect to take placement testing which will greatly assist in providing advice for majors and first year coursework. Testing is used to determine placement in English, mathematics, and reading courses (please see Testing Services, in the Student Services section, for more information).

By registering for classes, all students assume the responsibility for familiarizing themselves with and abiding by the regulations, rules, policies, and procedures of Florida SouthWestern State College.

## Student Categories

1. *Full Time:* A student enrolled in 12 credits or more during the Fall, Spring or Summer semesters, or six credits or more during a mini-semester, is considered to be a full-time student.
2. *Part Time:* A student enrolled in fewer than 12 credits during the Fall, Spring or Summer semesters, or fewer than six credits during a mini semester, is considered to be a part-time student.
3. *Freshman:* A student who has earned less than 30 college credits is considered to be a freshman.
4. *Sophomore:* A student who has earned 30 but less than 60 college credits is considered to be a sophomore.
5. *Junior:* A student who has earned 60 but less than 90 college credits is considered to be a junior.
6. *Senior:* A student who has earned 90 or more credits prior to completing baccalaureate requirements is considered to be a senior.
7. *First-Time-in-College (FTIC):* A degree-seeking student who has not previously attended a college or university and who is not transferring credit from another higher education institution is considered to be a First-Time-in-College student.
8. *Credit:* A student who enrolls for college credit in a current session will be considered a credit student.
9. *Non-Credit:* A students enrolled in Continuing Education courses, which are not offered for college credit, is considered a non-credit student.
10. *Audit:* A student who enrolls for no credit in a course normally offered for credit, will be considered an audit student.
11. *Transient Students:* Students planning to take coursework away from Florida SouthWestern State College during any term must be in good standing and complete the Transient Request Form. For Public Florida schools, Transient Request Forms are now online at www.flvc.org. For out-of-state Institutions or Florida private institutions, you must complete the Transient Request Form available from your Academic Advisor. The Transient Request or Cross Enrollment Form must specify the course(s) to be taken at the other institution. Students are responsible for making arrangements to have their transcript(s) for courses taken at another institution sent back to the Office of the Registrar at FSW in order to receive credit for the work. Students who do not have at least a **2.0 GPA** at Florida SouthWestern State College are not eligible to take transient student coursework.

## College Requirement: Cornerstone Experience SLS 1515

The Cornerstone Experience course at Florida SouthWestern State College is an integrative and interdisciplinary course designed to help first-year students acquire critical thinking and decision-making skills that promote academic success. In this course, students will learn about college resources and requirements, explore career objectives and programs of study, establish relationships with mentoring faculty, and develop a support group among peers.

All incoming degree-seeking students who have earned less than 30 credits are required to take and successfully complete SLS 1515 in the first semester. Approved exceptions will not exceed fulfilling the requirement within the first 15 credit hours. Successful completion is defined as earning a "C" or better in the course.

# Academic Course Load

A student may not take more than 18 credit hours during the Fall, Spring, or Summer semesters or nine credits during a mini-semester without the written permission of an Academic Advisor. Florida SouthWestern State College reserves the right to limit the number of credits a student can enroll in if the student has been placed on academic warning or suspension.

# Registration, Fees, and Refunds

## Priority Registration

Registration priority dates for degree and certificate seeking students are established each term and are published in the Academic Calendar. This includes Early College and transfer students.

## Open Registration

Open registration is for all active degree-seeking, certificate, and non-degree-seeking students. Open registration does not require instructor or Dean's approval unless classes have reached capacity and/or instructor consent is required of all registrants. Degree seeking and certificate students register prior to Open Registration.

## State Employee Fee Waiver

Pursuant to Section 1009.26 of the Florida Statutes, students may request permission to register for up to six credit hours without payment of tuition if they qualify as state employees under the guidelines. State employees must register between the first day and the last day of the "add/drop" period for classes on a space available basis only. Some courses may be full and therefore unavailable. Students must pay any applicable special fees.

## Registration Restrictions

The following registration restrictions are in place that could restrict a Florida SouthWestern State College student's ability to register for classes:

1. Courses requiring the instructor's consent cannot be added to students' schedules until the instructor's consent is obtained.
2. Students who owe balances from prior terms must pay the outstanding balances before they are permitted to register.
3. Students on probation must see their Academic Advisor prior to registering.
4. Students who have not attended any classes for a year must seek readmission through the Office of Admissions.
5. Students who do not meet the published prerequisites for courses will not be allowed to register for those courses.
6. Students are not permitted to register for more than one section of a course per term.

## Payment of Registration Fees

Registration fees are assessed at the time of registration and must be paid by the payment due date. Registration is not finalized until all registration fees are paid. The student's registration may be canceled if payment is not made by the due date. Registration fees for courses added by the student after payment of initial registration fees must be paid for by the new payment due date, or the student must drop the course(s) by the last day to drop with a refund. Students who fail to drop an unpaid course are billed by the Business Office for all applicable fees and are responsible for payment of those fees.

### Late Registration Fee

Students who register for classes during the late registration period, as published in the Academic Calendar, are automatically assessed a nonrefundable $75 late registration fee. This fee is not assessed to students who registered and paid prior to the late registration period and who are making schedule adjustments.

### Schedule Adjustment Period

The schedule adjustment period is the time between the first instructional weekday of an academic term and the last day that students are permitted to add a class, change sections of a course, drop a course without financial penalty, or change from credit to audit or audit to credit. After the "Registration/Add/Drop" date has closed, additions to approved schedules will not be permitted.

### Refund Policy

Refunds of matriculation, tuition and special fees are made only if the student drops the class by the last day to drop with a refund as published in the Academic Calendar.

In the case of extenuating circumstances that are beyond the student's control, a student may appeal for an exception to the College Refund Policy (College Operating Procedure, COP 03-1711) by submitting a "Late Drop (Enrollment Exclusion)" Appeal Form to the Office of the Registrar. A student must officially withdraw from all courses prior to beginning the appeals process. Appeals should fully explain the extenuating circumstances and include supporting third party documentation. In all cases, the situation must have interrupted the student's ability to attend class(es) for a substantial length of time and/or complete the semester. Late Drop Appeal Forms are available online or in the Registrar's office, and must be received no later than one year from the last day of the term for which the tuition requested to be refunded was paid to the College.

### Financial Aid Recipients Note

If a Refund Appeal is approved for a recipient of federal and/or state financial aid (grants and loans), and the student's original course registration is canceled and/or tuition liability is eliminated as a result, federal/state regulations dictate that all financial aid previously applied to the student's College account and/or disbursed to the student in the form of an overpayment refund must be returned to the respective loan/grant program. This action may result in an outstanding balance on the student account; in certain scenarios, that (new) balance owed may be in an amount greater than was incurred via the initial registration/aid disbursement.

A student who is withdrawn from a class or classes because of administrative action, except for disciplinary reasons, is entitled to a full refund of matriculation, tuition, and special fees.

A student who is withdrawn from a class or classes for disciplinary reasons is not entitled to a refund of matriculation, tuition, and special fees. Florida SouthWestern State College reserves the right to apply any refund due to the student's account if the student has outstanding financial obligations.

## Adding, Dropping, Auditing or Withdrawing from a Course

### Adding or Dropping Courses

Students can add or drop courses, or change sections through the last day to drop with a refund, as published in the Academic Calendar. Students are financially liable for all courses that they are registered in after the last day to drop with a refund. Although the College may drop students for non-payment, it is, ultimately, a student's responsibility to drop any course for which he or she enrolls but does not plan to attend.

## Reinstatement

After the "Registration/Drop/Add" date has closed, additions to approved schedules will not be permitted. Exceptions will be granted only by petition. Petitions will be approved only on the basis of clearly documented clerical error or third party documentation demonstrating unusual and extenuating circumstances beyond the student's control. Being dropped for non-payment is not considered an extenuating circumstance. Petition for Reinstatement will only be considered the week immediately following the close of registration and require the signatures of the course instructor and the Dean. Students having approved petitions to "late add" are required to pay at the time the class is added.

## Auditing a Course

Students who intend to register for a college credit course for which they do not want college credit may register as audit students. Students are not allowed to change from audit status to credit status, or from credit status to audit status, once the last day to change audit/credit status has passed. Audit registration fees are the same as for credit. Audit students may participate in class activities but are not required to take examinations and will not receive a grade or credit.

## Withdrawal

A student can withdraw from any course by submitting the necessary form to the Office of the Registrar, or withdrawing on the Web, before the last day to withdraw, as published in the Academic Calendar. Withdrawals after that date may be granted only through established Florida SouthWestern State College procedures (please see Petitions, in the Student Records section, for more information). Please note:

Students who officially withdraw from a course or courses before the withdrawal deadline receive a grade of a "W." Students are limited to two withdrawals per course. Upon the third attempt, the student is not permitted to withdraw from the course and must receive a grade for the course.

Withdrawing from a course or courses may affect a student's financial aid status, may result in the student having to pay the third attempt course surcharge to retake the course, and may affect the student's anticipated graduation date.

Students should speak with their professor before withdrawing from a course and should meet with an Academic Advisor to discuss the impact of a withdrawal on the student's education plan. Withdrawing from a course will increase the cost of your education and may affect your financial aid status or Bright Futures. Students also should speak with a Financial Aid Specialist to discuss the impact of a withdrawal on the student's financial aid.

## Late Withdrawals

Florida SouthWestern State College requires students to withdraw from any courses by the published withdraw deadline. If students face extenuating circumstances and wish to withdraw from a course after the deadline, they may petition the Registrar's Office by submitting a "Late Withdrawal" form. Requests for withdrawals after the published last day to withdraw must be supported by third party documentation and approved by both the instructor and appropriate Academic Dean. Decisions are based on the extraordinary nature of the student's circumstances and the timeliness of the petition. The petition does not alter or waive a student's responsibility for paying tuition and other fees. Students who stop attending courses without officially withdrawing and without an approved Schedule Adjustment Form will receive a grade of "F."

## Class Cancellations

Florida SouthWestern State College attempts to honor its commitment to provide the classes scheduled for a given term. However, at times and usually due to low enrollment, it may be necessary to cancel a class. In such cases every effort will be made to find an appropriate alternate class for the student.

### Student Online Services Access

Florida SouthWestern State College students can register and pay for classes, view grades, financial aid and transcript information, and obtain additional services by accessing student online services. Students must use their Banner ID number, which is a nine-digit code beginning with @ and followed by eight numbers, and their Personal Identification Number (PIN), which is initially the student's date of birth in a six-digit format (mmddyy), to access the student online services. Students are required to change their initial PIN to a unique PIN the first time they access the student online services.

## Enrollment Verification, Final Grade reports, Grade corrections

### Enrollment Verifications

Students needing official verification of their enrollment should submit a completed Enrollment Verification Request to the Office of the Registrar at least one week before the verification is needed. Enrollment Verification Requests should include the specific information needed, including actual dates of attendance, full-time/part-time status, residency status, etc. Enrollment Verification Requests are only processed for the current or previous semesters. Future semester enrollment verifications are only processed after the last day to drop with a refund for that semester. Enrollment Verification Requests are not processed for any student or alumnus with an obligation to Florida SouthWestern State College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. Students are encouraged to contact the National Clearinghouse at (703) 742-4200 for official enrollment verifications.

### Final Grade Reports

Final grades are available to students after the end of each semester through Florida SouthWestern State College's student online services or through Florida Virtual Campus at www.flvc.org. Florida SouthWestern State College does not mail final grade reports.

### Grade Corrections

A request for a grade correction must be made during the semester immediately following the semester in which the incorrect grade was assigned. The instructor who taught the class and the appropriate Academic Dean must approve the grade correction. No grade will be changed after a degree is awarded.

## Academic Second Chance, Petitions, Appeal of Academic Petition

### Academic Second Chance

The Academic Second Chance Policy allows students to request that transfer or Florida SouthWestern State College coursework that is five calendar years or older be excluded from GPA calculations and determining graduation eligibility. To be eligible, students must complete all admissions requirements and be admitted to a degree or certificate program. Academic Second Chance is a one-time, non-reversible opportunity.

The student must submit a completed Academic Second Chance Petition to the Office of the Registrar on the Lee Campus, or to the Campus Dean at Charlotte, Collier and Hendry/Glades. The student must complete a minimum of 12 semester hours while maintaining a GPA of 2.00 or higher for the Petition to be considered. ESL/ENS and college preparatory courses are not included

when calculating the 12 semester hour minimum and the 2.0 GPA; however, six credits of college-level EAP (English for Academic Purposes) coursework taken at Florida SouthWestern State College would apply. Courses included in a previously awarded FSW degree program are ineligible for petition under this policy.

The following statement is added to the student's transcript when the petition is approved: "Academic Second Chance policy has been applied." All grades and courses remain on the transcript. The Academic Second Chance Policy is applied only once, and it cannot be reversed. Students planning to transfer to another college or university are cautioned that the receiving institution may use all grades earned when computing a GPA for admissions eligibility or for other purposes. Academic Second Chance has no effect on the student's financial aid award history. Students may request Academic Second Chance for a term or terms, but not individual courses within a term. Academic Second Chance has no effect on the calculation of course attempts related to the multiple course attempts surcharge.

### Petitions

The Petitions process is designed to review, based on a student's written request, Florida SouthWestern State College policies or procedures related to:

1. Admissions eligibility to the College;
2. Admissions eligibility to an Florida SouthWestern State College baccalaureate program; substitution/waiver of a course required for a degree or certificate program;
3. Readmission from academic suspension or dismissal;
4. Exception to the Maximum Attempts Policy;
5. Exception to the Third Attempt Surcharge; or
6. Exception to Registration Polices or deadlines.

Students begin the process by completing an official Petition Form available in the Office of the Registrar, Office of Advising, or the Campus Dean's Office. Completed petitions must be submitted to the same office by the end of the semester immediately following the semester in which the event occurred. Petitions that are more than one academic year old are not considered.

Many petitions are handled directly in the Office of the Registrar. The Office of the Registrar makes a determination based on the information collected by the Registrar's Office or provided by the student and may request a meeting with the student for further information or clarification. If necessary, additional college administrators responsible for the area of the petition may be involved in the decision. The Office of the Registrar will inform the student of the decision by email. Petitions without third party supporting documentation will not be considered.

### Appeal of an Academic Petition

A student has a right to appeal a decision made on an academic petition. A student wishing to appeal a decision must submit a written request to reverse and return it to the Office of the Registrar or the Campus Dean or President's Office. The appeal is forwarded to the appropriate Campus or Academic dean or the Campus President's Office, if the appropriate Campus or Academic Dean or the Campus President had not previously reviewed the petition. The appeal is forwarded to the Office of the Provost and Vice President of Academic Affairs, if the appropriate Campus or Academic Dean or the Campus President made the original decision. A copy of the original petition is automatically part of the subsequent appeal. An appeal is not simply a review of the original petition decision but a request to reverse the original decision. The student must supply new, relevant, previously undisclosed information, or present an argument as to why the original petition decision should be reversed. For an appeal to be successful, new information must be critical to the case, and new consideration or arguments should prove the student's case conclusively. The reviewing office may request a meeting or additional information for clarification. The Provost and Vice President of Academic Affairs has the responsibility for making the final academic decision for Florida SouthWestern State College. Appeal forms are available in the Office of the Registrar or Campus Dean's office.

## Release of student information, Student Holds, Transcripts

### Release of Student Information

Florida SouthWestern State College may, without the written consent of the student, release information from the student's education record to a court of competent jurisdiction in compliance with a court order of that court or to the attorney of record pursuant to a lawfully issued subpoena, provided that in advance of compliance with the court order or subpoena Florida SouthWestern State College notified the student. A student who objects to the release of his or her records must file a motion to invalidate the court order or subpoena and provide Florida SouthWestern State College with copies of the relevant legal documents. All releases of student information are made in compliance with state and federal regulations.

### Student Holds

Holds are placed on a student's account, records, transcript, grades, diploma, or registration if the student does not fulfill all financial or other obligations to the College. Satisfaction of the obligation is required prior to the release of the hold by the appropriate College office.

### Transcripts

Students needing an official Florida SouthWestern State College transcript should submit a completed Transcript Request Form to the Office of the Registrar at least one week before the official transcript is needed. Official transcripts may also be requested via Florida SouthWestern State College's student online services. Transcript requests are not processed for any student or alumnus with an obligation to Florida SouthWestern State College such as unpaid fees, overdue loans, library books, audiovisual equipment, or whose admission records are not complete. The completed transcript request should contain the student's name (at the time he or she attended Florida SouthWestern State College), student identification number, date of birth, the name and address of where the transcript is to be sent, and the student's signature. Students should also include contact information, such as an e-mail address, in case a question arises or a clarification is needed. There is a $5 charge for an official transcript. Unofficial transcripts may be obtained via Florida SouthWestern State College's student online services.

## Records And Registration

### Transfer of Credits

Florida SouthWestern State College has a number of articulation agreements that ensure the transfer of credit from other schools, colleges, and universities into Florida SouthWestern State College degree programs and from Florida SouthWestern State College degree programs into programs at other colleges and universities. The Florida Department of Education also has agreements that ensure transfer of credit across state colleges and universities. These agreements are summarized below.

### High School and Technical Centers

In accordance with the Florida Department of Education, Florida SouthWestern State College provides articulation opportunities to high school and technical center graduates from Lee, Charlotte, Collier, Hendry and Glades District Schools. Florida SouthWestern State College and these districts are partners in the Tech Prep program, which offers students the opportunity to focus on technical high school electives that will help train them for high-skill, high-wage occupations. While high school or technical center students are preparing for careers and post-secondary education, they can earn college credit that may be applied toward an Associate in Science degree at Florida SouthWestern State College.

Articulated credit may be awarded to the eligible student who meets the following criteria:

1. The student must have completed an approved technical program of study (at least three high school courses or an earned technical center certificate);
2. The student must be currently enrolled and seeking an Associate in Science degree in a correlating* discipline at Florida SouthWestern State College. The student must successfully meet all requirements that apply to associate degree seeking students as stated in the Florida SouthWestern State College Catalog;
3. The student must successfully complete a minimum of 12 credit hours at Florida SouthWestern State College.

*A correlating program is one in which the coursework the student proposes to articulate in aligns with the degree program in which the student proposes to enroll. For example, networking technology courses correlate to the AS Networking Systems Technology degree, but would not correlate to the AS Accounting Technology degree.

In addition, the State of Florida has approved statewide articulation agreements for transfer to an Associate in Science degree for students who complete an approved technical program of study and earn a technical center certificate. The State of Florida has approved awarding college credit for certain qualifying industry certifications. Please note: the State of Florida is continuing to develop these articulation agreements.

## Credit from Military Service Schools

Florida SouthWestern State College follows the guidelines in Florida State Board Rule 6A10.024 for awarding credit for DANTES Subject Standardized Tests (DSST) exams. FSW grants credit for the United States Armed Forces Institute (USAFI) and College Level Examination Program (CLEP). Florida SouthWestern State College is a Service Opportunity College (SOC) member and uses the American Council on Education (ACE) guidelines in evaluating military learning experiences.

Florida SouthWestern State College may award college credit for military service school training in accordance with the following conditions and stipulations:

1. The person making the request must be applying or currently enrolled as a degree seeking student.
2. The person making the request must submit DD214 Form or DD295 (if the applicant is currently enlisted).
3. In addition to the documents required in (2) above, the student requesting acceptance of credit from U.S. Army Military Occupational Specialty (MOS) schools/courses must provide a Joint Services Transcript.
4. Credit may be granted under this rule in those areas appropriate to the lower-division or baccalaureate level. The credits may be included in the student's degree program as long as the credits fulfill published degree requirements.

## DANTES Subject Standardized Tests (DSSTs)

Florida SouthWestern State College will award college credits for qualifying DANTES Subject Standardized Tests (DSSTs) examination scores per FAC 6A-10 guidelines and the Articulation Coordinating Committee Credit-By-Exam Equivalents adopted September 19, 2001, as follows:

Since a grade of "S" for satisfactory will be assigned, no grade points will be assigned for credits awarded through the DSST Program.

Determination of the specific college courses or subject areas for which credits are awarded will be made by the College Registrar, guided by the equivalency matrix below, upon receipt of official DSST examination results.

Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria.

| **Examination** | **Passing Score** | **FSW Course** |
|---|---|---|
| A History of the Vietnam War | 44 | HIE Elective |
| Art of the Western World | 48 | ARH 1000 |
| Astronomy | 48 | SCI Elective |
| Business Ethics & Society | 400 | **GEB X441** |

| | | |
|---|---|---|
| Business Law II | 44 | **BUL 2242** |
| Business Math | 48 | **QMB X001** |
| Criminal Justice | 49 | CCJ 1020 |
| Drug and Alcohol Abuse | 49 | No course or credit recommendation |
| Environment and Humanity | 46 | **EVR X017 or ISC X003 or ISC X143 or ISC X147** |
| Ethics in America | 46 | **PHI 1630** |
| Foundations of Education | 46 | **EDF X002** |
| Fundamentals of College Algebra | 47 | MAT 1033 |
| Fundamentals of Counseling | 45 | **PCO X202** |
| General Anthropology | 47 | SOE Elective |
| Here's to Your Health | 48 | **HSC 1100** |
| Human Resources Management | 46 | **MAN X300** |
| Human/Cultural Geography | 48 | SOE Elective |
| Introduction to Business | 46 | GEB 1011 |
| Introduction to Computing | 45 | CGS 1000 |
| Introduction to Law Enforcement | 45 | **CCJ X100 or CJE X000** |
| Introduction to the Modern Middle East | 47 | SOE Elective |
| Introduction to World Religions | 48 | REL 2300 |
| Lifespan Developmental Psychology | 46 | DEP 2004 |
| Management Information Systems | 46 | **ISM X000 or ISM X004** |
| Money and Banking | 48 | **BAN X501** |
| Organizational Behavior | 48 | **INP X002** |
| Personal Finance | 46 | FIN 2100 |

| | | |
|---|---|---|
| Physical Geology | 46 | SCI Elective |
| Principles of Finance | 46 | FIN 2001 |
| Principles of Financial Accounting | 47 | ACG 1001 |
| Principles of Physical Science I | 47 | SCI Elective |
| Principles of Public Speaking | 47 | SPC 2608 |
| Principles of Statistics | 48 | MTH Elective |
| Principles of Supervision | 46 | MNA 2345 |
| Rise and Fall of the Soviet Union | 45 | HIE Elective |
| Substance Abuse | 49 | **HSC X140 or HSC X150** |
| Technical Writing | 46 | **ENC 2210** |
| The Civil War and Reconstruction | 47 | HIE Elective |
| Western Europe Since 1945 | 45 | No course or credit recommendation |

## Transfer Information and Policies

## Transfer Classification

A student is classified as a transfer student if he/she has previously registered at any college or university prior to Florida SouthWestern State College, regardless of the amount of time spent in attendance or credit earned. Students may transfer credit from other institutions into Florida SouthWestern State College; however, at least 25% of the program or certificate credit must be earned at Florida SouthWestern State College (excluding CLEP, credit by exam, or prior learning).

Applicants who plan to earn a degree or certificate at Florida SouthWestern State College must provide official transcripts from all previously attended colleges or universities. Military transcripts may be submitted to the Registrar's Office for possible credit but are not required for admission. Official transcripts should be sent directly to Florida SouthWestern State College, Office of the Registrar, Thomas Edison (Lee) Campus, within the first semester of enrolling. These documents must be sent directly from the educational institution to Florida SouthWestern State College. Faxed transcripts are not considered official.

## Acceptance of Military Credits

Eligible members of the United States Armed Forces may request review of their military experiences for possible credit. An official copy of the Joint Services Transcript (JST) should be forwarded to the Registrar's Office. Upon the student's request, transcripts will be reviewed for possible credit according to the recommendations of the American Council on Education (ACE).

## Acceptance of Transfer Credits from Regionally Accredited Institutions

All credits earned at other colleges or universities accredited by one of the six regional accrediting bodies will be recorded as transfer credit and placed on the student's permanent record (transcript). Courses will be equated to a similar course or an appropriate unclassified elective. For students pursuing a baccalaureate degree, all earned credits will be recorded at the appropriate level (i.e., freshman, sophomore, junior, or senior level).

## Acceptance of Transfer Credits from Non-Regionally Accredited Institutions

Florida SouthWestern State College may accept credits from institutions that are not regionally accredited in accordance with the State of Florida K-16 Articulation Agreement, which recognizes courses approved in connection with the Florida Department of Education Statewide Course Numbering System.

Acceptance of credits from non-regionally accredited institutions of higher education will be based upon evaluation and recommendation from the Florida SouthWestern State College instructional department responsible for the course subject area(s). Credits awarded at institutions not regionally accredited may be accepted by Florida SouthWestern State College and placed on the transcript if the credits represent collegiate level coursework relevant to the program of study and course credit and level of instruction, resulting in student competencies that are at least equivalent to those of students enrolled in comparable instruction at Florida SouthWestern State College. The following factors will be considered in determining whether courses are transferable and, if so, how they will be recorded.

1. Breadth, depth and rigor of course content as evidenced by course syllabi, prerequisites, placement test scores, exit requirements, student portfolios, textbooks, writing or oral communication requirements, grading standards, catalog descriptions, etc.;
2. Qualifications of the faculty member(s) providing the instruction;
3. Age of credits;
4. Recommendations through other established credit assessment bodies (e.g., ACE);
5. Institutional accreditation via other professional assessment/accrediting bodies (e.g., AMA, NLN, state agency);
6. Secondary documentation of course competencies (e.g., professional certification, standardized exam scores, etc.).

## School of Education Bachelor Degree Programs

Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education programs and may be required to submit additional documentation to support completion requirements.

## College/University Transcripts from Outside the United States or U.S. Territories

Students must have an English translation and course-by-course evaluation performed, at the students' expense, by a member of the National Association of Credential Evaluation Services (NACES) www.naces.org.

## Recording Transfer Credits on the Student's Permanent Record (Transcript)

While evaluating credits, Florida SouthWestern State College reserves the right to delay the recording of transfer credits on the student's permanent record. Final award or posting of credits to the student's permanent record may be contingent upon successful completion of one or more of the following requirements:

1. Florida SouthWestern State College residency requirement;
2. Successful completion of higher-level courses in the student's program of study;
3. Successful completion of subsequent courses in the subject/course sequence;
4. Demonstration of specific lab/clinical skills or other applied competencies;
5. Additional supplemental independent/directed study in the subject area;

6. Presentation of a portfolio of coursework substantiating the competencies;
7. Verification of faculty credentials at the transferring institution.

Once accepted, transfer credits will be recorded on the student's permanent record as externally awarded and will indicate the original institution awarding the credit. Credits recorded as transfer credits are not guaranteed to meet specific degree requirements for the student's program. The College may limit the number of transfer credits applicable towards the student's degree. Where appropriate, an equivalent Florida SouthWestern State College course number may also be indicated. When Florida SouthWestern State College does not offer an equivalent course or if the course differs substantively from the suggested Florida SouthWestern State College course, the transfer credits may be listed on the transcript as an elective course. Final determination of how transfer credits may apply to a specific degree program lies with the Academic Dean, in consultation with the Faculty Chair and Registrar.

## Appeal of Transfer Credit Denial

A student may appeal the denial of transfer credits by submitting a Course Re-evaluation Appeal to the Credit Review Committee. Credits in question will be reviewed by the Academic Dean and an area of experts from the instructional department normally responsible for the subject matter in question. Appeals must be accompanied by course descriptions, faculty credentials and syllabi. All decisions are forwarded to the student in writing via their FSW email account. Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside.

## State University System Articulation Agreement

Florida law provides that Associate in Arts degree graduates of a Florida community college must be granted admission to an upper-division program offered by a state university or college, unless that program has been designated limited access (see Transfer Guarantees below). If limited access minimum standards are not met, universities may deny both acceptance into the desired program and acceptance into the university. The law gives priority to community college Associate in Arts graduates over out-of-state students for admission to a state university. Florida community colleges have similar articulation agreements with the Independent Colleges and Universities of Florida (ICUF).

Effective Fall 2000, all graduates of an Associate in Science degree program listed in the Statewide Articulation Manual shall be granted admission into a corresponding baccalaureate program at the state universities or colleges, except for limited-access programs and those requiring specific grades in particular courses for admission. The Florida Department of Education stipulates that the integrity of the general education program will be recognized by all public institutions of higher education in Florida. Any questions about the general education program should be addressed to an Academic Advisor.

## Transfer Guarantees

Florida College System Associate in Arts graduates are guaranteed the following rights when transferring to a state university under the Statewide Articulation Agreement (State Board of Education Rule 6A-10.024):

1. Admission to one of the state universities or colleges, except to limited-access programs which have additional admission requirements.
2. Acceptance of at least 60 credit hours by the state universities toward the baccalaureate degree.
3. Transfer of equivalent courses under the Statewide Course Numbering System (SCNS).
4. Acceptance by the state universities of credit earned in accelerated programs (e.g., CLEP, Advanced Placement, Accelerated Programs, International Baccalaureate).
5. No additional general education core requirements.
6. Equal opportunity with native university students to enter limited-access programs.

The universities determine the courses and prerequisites that must be taken to receive a baccalaureate degree. Although all credits earned toward an Associate in Arts degree will transfer to a university, not all credits earned will meet program prerequisites or course requirements for a baccalaureate degree. Therefore, students must assume responsibility for knowing the course requirements of the intended program and taking the appropriate course(s) while pursuing the Associate in Arts degree.

## Excess Hours

Section 1009.286, Florida Statutes, establishes an "excess hour" surcharge for a student seeking a baccalaureate degree at a state university. It is critical that students, including those entering Florida colleges, are aware of the potential for additional course fees.

Excess hours are defined as hours that go beyond 120% of the hours required for a baccalaureate degree program. For example, if the length of the program is 120 credit hours, the student may be subject to an excess hour surcharge for any credits attempted beyond 144 credit hours (120 x 120%).

All students whose educational plan may include earning a bachelor's degree should make every effort to enroll in and successfully complete those courses that are required for their intended major on their first attempt. Florida college students intending to transfer to a state university should identify a major or "transfer program" early and be advised of admission requirements for that program, including the approved common prerequisites. Course withdrawals and/or repeats, as well as enrollment in courses non-essential to the intended major, may contribute to a potential excess hours surcharge.

## Transfer Services

Students who plan to transfer to an upper level college or university program are encouraged to consult with an Academic Advisor concerning transfer requirements. Students should also obtain a catalog and list of the requirements from the institution that they expect to attend. The Florida Academic Counseling and Tracking for Students (FACTS) program (available via www.floridashines.org) offers a variety of student services and resources provided by the State of Florida and participating institutions. Students anticipating transfer should begin a preliminary application to the college of their choice in the Fall session of their sophomore year. Students who plan to transfer to Florida SouthWestern State College bachelor programs should meet with an Academic Advisor.

# Student Records/FERPA

Florida SouthWestern State College respects each student's right to privacy and releases, provides access to, and maintains a student's record in accordance with all applicable state and federal regulations.

## Custodians of Student Records

Florida SouthWestern State College has designated the Registrar as the official custodian of general student records. The Director of Financial Aid has been designated as the official custodian of student financial aid records. The information contained in a student's record becomes the property of Florida SouthWestern State College and is not released without the written permission of the student.

## Policies Governing Student Records/(FERPA)

### Directory Information

Under the terms of the Family Educational Rights and Privacy Act (FERPA), Florida SouthWestern State College has established the following as directory information:

1. Student's name.
2. Student's local address and telephone number.
3. Student's permanent address and telephone number.
4. Current term hours enrolled and expected date of completion in enrolled courses of study.
5. Major of study.
6. Date(s) of enrollment.
7. Degree(s) and honors earned and dates.
8. Participation in officially recognized activities or sports.
9. Enrollment status (e.g., full-time or part-time student status).
10. Previous colleges attended.
11. Campus email address.

Although the above directory information may be available for release to the general public, Florida SouthWestern State College does not routinely release such information to third parties. Under FERPA, students have the right to inform Florida SouthWestern State College that any or all of the student's directory information is not to be released. Florida SouthWestern State College honors the student's request to restrict the release of "Directory Information" as stated previously. To withhold information, a student must notify the Office of the Registrar in writing prior to the end of the add/drop period each semester. Status of disclosure at the last registration period is binding and all records are noted: "CONFIDENTIAL". No information is to be released without the written consent of the student.

Florida SouthWestern State College has designated the National Student Clearinghouse and Higher One Inc. as agents of the college, authorized to release student information in the performance of their contracted duties.

## Notification of Access and Review of Student Records (Public Law 93-380 Buckley Amendment)

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights are:

1. The right to inspect and review their education record within 45 days of Florida SouthWestern State College receiving a request for access. The student should submit to the Registrar or other appropriate Florida SouthWestern State

College official a written request that identifies the record(s) the student wishes to inspect. The Florida SouthWestern State College official arranges for access and notifies the student of the time and place where the student may inspect the record(s). In the case where a request is presented to a Florida SouthWestern State College official who does not maintain the requested records, the Florida SouthWestern State College official advises the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of their education records if the student believes the record is inaccurate or misleading. The student should submit to the Registrar or other appropriate Florida SouthWestern State College official a written request clearly identifying the part of the record the student wants changed, and specifying why it is inaccurate or misleading. The Florida SouthWestern State College official notifies the student if it is decided not to amend the record as requested by the student. The Florida SouthWestern State College official advises the student of his or her right to a hearing regarding the request for amendment and provides additional information regarding the hearing procedures to the student.
3. The right to request the non-disclosure of personally identifiable information (PII) contained in their education record, except to the extent that FERPA authorizes disclosure without consent. Students should contact the Office of the Registrar for more information. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is a person employed by Florida SouthWestern State College in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel), a person serving on the District Board of Trustees, or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their duties. A school official may also include a volunteer or contractor outside of the school who perfoms an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from educational records (such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks). A school official has legitimate educational interests if the official needs to review an education record to fulfill his or her professional responsibility. Upon request, Florida SouthWestern State College discloses education records without consent to officials of school(s) to which the student seeks or intends to enroll.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Florida SouthWestern State College to comply with the requirements of FERPA.

### Solomon Amendment

Under a 1997 rule adopted by the United States Department of Defense, the College, if requested, must provide to the U.S. military the student's name, address, telephone number, date of birth, level of education, current major and degrees received for all students age 17 or older.

## Notification of Social Security Number Collection and Usage

In compliance with Fla. Stat. §119.071(5), Florida SouthWestern State College collects and uses student social security numbers (SSNs) only for the following purposes in performance of the College's duties and responsibilities. To protect student identity, Florida SouthWestern State College will protect all social security numbers from unauthorized access, never release social security numbers to unauthorized parties, and assign each student/employee a unique identification number (Banner ID#). This unique ID number is used for all associated employment and educational purposes at Florida SouthWestern State College.

### Office of the Registrar

Federal legislation relating to the Hope Tax Credit requires all post-secondary institutions to report student SSNs to the Internal Revenue Service. This IRS requirement makes it necessary for colleges to collect the SSN of every student. A student may refuse to disclose his or her SSN to the College, but the IRS is then authorized to fine the student in the amount of $50.00 (Taxpayer Relief Act of 1997, Public Law No. 105-34, 111 Stat. 788).

In addition to the federal reporting requirements, the public school system in Florida uses SSNs as a student identifier (Fla. Stat. §1008.386; Florida Public Records, Fla. Stat. §119.071(5)(a)2.a.(II)). In a seamless K-20 system, it is beneficial for post-

secondary institutions to have access to the same information for purposes of tracking and assisting students in the smooth transition from one education level to the next. All SSNs are protected by the Family Educational Rights and Privacy Act (FERPA) and are never released to unauthorized parties.

## Financial Aid Office

The Office of Financial Aid requires students to submit their social security numbers on various forms in order to correctly identify applicants, match each applicant's financial aid record with the student record, and help coordinate state aid programs with federal and institutional aid programs (Higher Education Act of 1965, as amended, Sections 441-448, 483 and 484(p), 20 U.S.C §109 (p), 20 U.S.C §1078-2(f); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36; 38 U.S.C §3471).

## Human Resources Office/Payroll Office

The SSN is used for legitimate employment business purposes in compliance with:

1. The Application and Employment Packet: completing and processing the Federal I-9 (Department of Homeland Security).
2. Completing and processing payroll documents: Federal W4, W2 and W9 for 1099 reporting (Internal Revenue Service); Federal social security taxes (FICA); processing and distributing Federal W2 (Internal Revenue Service); direct deposit files.
3. Completing and processing quarterly unemployment reports (FL Dept. of Revenue).
4. Completing and processing Florida Retirement Contribution reports (FL Dept. of Revenue).
5. Workers Comp Claims (FCCRMC and Department of Labor).
6. Completing and processing federal and state employee and educational reports.
7. Completing and processing 401a, 403b and 457b contribution reports.
8. Completing and processing group health, life and dental coverage enrollment.
9. Completing and processing various supplemental insurance deduction reports.
10. Providing your Social Security number is a condition of employment at Florida SouthWestern State College.

## Library

Student, faculty, and staff social security numbers may be used in the libraries' patron database for online login authentication, patron verification and the elimination of duplicate records (Florida Public Records, Fla. Stat. §119.071(5)(a)6.b.).

## Upward Bound Program

The Upward Bound Program is a youth outreach (intervention) project funded by a discretionary grant from the U.S. Department of Education. As such, each project is required to exclusively serve eligible participants that are citizens or nationals of the United States; or, are permanent residents of the United States. In order to verify a participant's project eligibility, social security numbers are required and also later used when submitting information for the annual performance reports due to the U.S. Department of Education (Higher Education Act of 1965, as amended, Sections 402, 483, and 484(p), 20 U.S.C §1091 (p); Code of Federal Regulations, 34 CFR 668.32(i) and 668.36).

# Financial Aid

## Tuition and Fees

Since the Catalog must be published well in advance of the beginning of each school year, it is not always possible to anticipate fee changes. If the tuition and fees printed here have to be revised, every effort will be made to publicize the changes as far in advance as possible. The most current tuition and fees are available at any Cashier's Office or on the College website at www.fsw.edu.

The College accepts cash, check, money order, Visa, MasterCard, American Express, Discover, or debit , cards. Payment may be made in person at any campus Cashier's Office or online through the College's Web registration system. The College also offers a Tuition Installment Plan (TIP). TIP is available online at my.fsw.edu and may only be accessed after a student has registered for courses. The College reserves the right to drop a class, or classes, from a student's registration if fees are not paid in full by the payment due date. All fees are payable by the date shown on the student's fee receipt unless enrolled in TIP.

Students who receive financial aid should check with the Office of Student Financial Aid prior to withdrawing from any classes. Students who withdraw from classes and had received financial aid may have to repay all or part of their financial aid award.

Student financial responsibilities include library fines, book replacement costs, parking and traffic fines, returned checks, short-term loans, veteran deferments, employer or other third-party delinquent payments, and return of borrowed equipment. Official transcripts of the student's record will not be made unless all college-related financial responsibilities have been satisfied.

## How to Apply for Financial Aid

The Office of Student Financial Aid provides financial assistance to qualified students to attend Florida SouthWestern State College using the programs administered by the College. Students who apply for financial aid and demonstrate need will be offered a financial aid package detailed in an award letter made up of one or more of the four basic sources of financial aid: loans, grants, student employment, and scholarships. Application for student financial assistance is made by filing the Free Application for Federal Student Aid (FAFSA) each year at www.fafsa.ed.gov.

Informational brochures and materials are available at all locations of Florida SouthWestern State College and at www.fsw.edu. Students may log in to the portal at www.fsw.edu, and click on the Student Services tab for information on their financial aid status.

## Fee Payment Information

1. Checks should be made payable to Florida SouthWestern State College for the amount of fees. Visa, MasterCard, Discover and American Express credit cards are also accepted at the Cashier's Office or through the Web registration system at my.fsw.edu. Payment by check can also be made via the Web.
2. Veterans who are eligible to receive monthly educational benefits should be prepared to meet ALL expenses since the first checks are often delayed until after a semester is in session.
3. The College reserves the right to withhold students from classes, final examinations, and graduation unless tuition and fees are paid in full. No grades, degrees, statements of honorable dismissal, or transcript of credits will be issued until satisfactory settlement of college fees and other financial obligations has been met. This includes loans to students.
4. The cost of books and supplies varies with the program of each student.
5. The College reserves the right to change its fees at any time without notice.

*Application Fees*

| Fee Title | Amount |
|---|---|
| *Admission Application Fees* | |
| U.S. Citizen | $30.00 |
| Non-U.S. Citizen | $60.00 |
| *Limited Access Program Admission Application Fees* | |
| Cardiovascular Technology | $15.00 |
| Health Information Management | $15.00 |
| Dental Hygiene | $15.00 |
| EMS/Paramedic | $15.00 |
| Nursing | $15.00 |
| Respiratory Care | $15.00 |
| Fire Science | $325.00 |

*Tuition and Multiple Attempt Charges*

*(2014-2015)*

| Fees (per Credit Hour) | Florida Resident | Non-Resident |
|---|---|---|
| Tuition: AA and AS Programs | $111.36 | $434.63 |
| Baccalaureate Degree Programs | $123.71 | $795.34 |
| Multiple Attempt Charge | $243.79 | $243.79 |
| Bachelors Multiple Attempt Charge | $511.41 | $511.41 |
| Postsecondary Adult Multiple Attempt Charge | $216.08 | $216.08 |
| Vocational Programs | $84.85 | $333.34 |
| Continuing Workforce Education Programs | $108.00 | $108.00 |

Fees for recreation and leisure programs, seminars, conferences and other self-supporting programs will be determined for each activity and will be listed in the individual activity announcement.

*Insurance Fees (that are charged to students enrolled in health technology programs that require liability insurance)*

| Program | Amount |
|---|---|
| Cardiovascular Technology | $10.00 |
| Dental Hygiene | $10.00 |
| EMT-Basic Certificate Program | $10.00 |
| Nursing | $10.00 |
| Paramedic Certificate Program | $10.00 |
| Radiologic Technology | $10.00 |
| Respiratory Care | $10.00 |

*Other Fees and Charges*

| Fee | Amount |
|---|---|
| Student Access/ID Fee (New) | $25.00 |
| Student Access/ID Fee (Replacement) | $15.00 |
| Convenience Fee | $6.00 |
| Tuition Installment Plan Processing Fee (Non-refundable) | $5.00 |
| Dental Clinic Fee (Pediatric Visitor) | $30.00 |
| Dental Clinic Fee (Adult Visitor) | $40.00 |
| Dental Clinic Fee (Adult Visitor) Follow-up Visit | $10.00 |
| Late Registration/Late Payment Fee | $75.00 |
| Lost Library Materials (per Item) | $42.00 |
| Parking Fee (per Credit Hour) | $2.00 |
| Parking Fine | $15.00 |
| Parking Fine (Handicapped Space) | $50.00 |
| Short-term Loan Application Fee (Non-refundable) | $20.00 |
| Distance Learning Fee (per Credit Hour) | $20.00 |

| | |
|---|---|
| e-Studio Course Fee | $20.00 |
| HigherOne Replacement Card | $20.00 |
| Graduation Processing Fee | $20.00 |
| Transcript Request (Each) | $5.00 |
| Collection Agency Fees - Students agree to reimburse the College of any collection agency, which may be based on a percentage at a maximum of 33% of the debt, and all costs and expenses, including reasonable attorney's fees, the College incurs in such collection efforts. | |

*Test Administration Fees*

| **Test** | **Amount** |
|---|---|
| CLEP | $25.00 |
| PERT (Other Institutions) | $25.00 |
| Test Proctoring (Other Colleges and Universities) | $40.00 |
| Nursing HESI Test | $65.00 |

# Types of Financial Aid

A variety of financial resources are available for those who need assistance to attend college. Assistance is awarded to degree-seeking students enrolled for six or more credit hours in Fall and Spring semesters on the basis of financial need, scholastic achievement, and character. FAFSA applications for assistance received on or before May 1st will be considered for all types of assistance (grants, work, scholarships, and loans). FAFSA applications for assistance received after May 1st will be considered only for the types of assistance available at that time. Limited funds are available to qualified students for the Summer semester. In order to remain eligible for scholarships, work-study, or loans and grants, a student must successfully meet the requirements of the Standards of Academic Progress (SAP) for financial aid recipients (please see Academic Policies and Procedures Relating to Students).

## Loans

Florida SouthWestern State College Short-Term Loan Fund: The College makes short-term loans available to first-time Florida SouthWestern State College students who need temporary assistance paying their tuition when their financial aid eligibility is pending. Applications are available at the Financial Aid Offices. A small service fee will be charged, and the loan balance is due on a set date prior to the end of the term.

Federal Direct Loans: Long-term loans are available through the federal government's Direct Loan Program. To apply, students must complete an annual FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov, a loan Entrance Counseling interview, Financial Awareness Counseling, and a Master Promissory Note (MPN) online. Eligibility and certification for loans are determined by the Office of Student Financial Aid as governed by the institutional policies and procedures in conjunction with regulations set forth by the U.S. Department of Education.

## Grants

All students must complete an annual FAFSA (Free Application for Federal Student Aid) at www.fafsa.ed.gov to establish qualification for federal and state grants. Final eligibility for all grant funds is determined by the Office of Student Financial Aid as governed by institutional policies and procedures in conjunction with regulations set forth by the U.S. Department of Education for federal grants and the Florida Department of Education for state grants.

Federal Pell Grant: The federal government provides Pell grants to students with demonstrated financial need. Students may be eligible for a Pell Grant if they are enrolled less than half-time.

Federal Supplemental Education Opportunity Grant (FSEOG): FSEOG funds are provided by the federal government to assist students with high financial need. Students need to be enrolled at least half-time to be considered for this grant.

Florida Student Assistance Grant (FSAG): These grants are awarded to Florida residents who are full-time students with financial need. Funds for part-time students may be available on a limited basis.

## Federal Work-Study Program

Students enrolled for six or more hours toward a degree program and who meet federal requirements for financial need and are capable of maintaining adequate grade point averages may be employed in part-time jobs to help meet expenses. Jobs are available on campus. Off-campus employment opportunities for community service are also available. The College is an equal opportunity employer.

## Scholarships

*Florida Bright Futures*

Florida Bright Futures Scholarship awards are determined by the Florida Department of Education and may be used for tuition expenses at Florida SouthWestern State College. Funds will be disbursed to student accounts as soon as they are available from the Florida Department of Education.

*Florida SouthWestern State College Foundation, Inc.*

The mission of the Florida SouthWestern State College Foundation, Inc. seeks to provide the margin of excellence for which Florida SouthWestern State College has long been known. Through positive community relations and the development of private funds and partnerships, we strive to advance the education and welfare of the institution, its students, its faculty and staff and the community it serves.

The Florida SouthWestern State College Foundation, Inc., is a direct support organization of Florida SouthWestern State College, authorized through Florida Statute 1004.70, Florida College System institution direct- support organizations. The not-for-profit, IRS approved 501(c)3 corporation, was chartered in 1966 to receive, hold, invest and administer property and to make expenditures to, or for the benefit of, Florida SouthWestern State College.

*Institutional Scholarships*

Florida SouthWestern State College offers a variety of institutional scholarships to students based on academic status and/or financial need. Students may apply through the appropriate program or by filling out the online scholarship application.

*Florida SouthWestern State College Scholarship Programs*

| **Program Activity Scholarship** | **Eligibility Information** | **Application Information** |
|---|---|---|
| Activity Scholarships *Varying Amounts* | Students who participate or show potential in the areas of art, music, or student government. The award is renewable with satisfactory academic progress. | File the FAFSA. Art students must also submit a portfolio to the department chairperson. Music and drama students must audition for the appropriate department chairperson. Students in student government must be recommended by the appropriate Florida SouthWestern State College advisor. |
| Honors Scholarships *Full-time Students $2000 Prorated for less than full-time enrollment* | Participants in the Honors Scholar Program. The award is renewable with continued participation in the Honors Scholar Program. | Apply for admission to the Honors Scholar Program at www.fsw.edu/honors |
| Plummer Memorial Scholarships *Amount determined each year* | Outstanding second-year students from each academic division at the Lee, Charlotte and Collier campuses. | Recipients will be recommended by the academic department at the end of the academic year. |
| Child Care Grant *Full-time Students $2000 Prorated for less than full-time enrollment* | Students who have dependents and need financial assistance for child care to attend the College. | File the FAFSA. Submit the online Scholarship application at www.fsw.edu/financial%20aid/scholarships/apply/ |
| Student Support Services Scholarships *Varying Amounts* | Students who participate in the Student Support Services program and have financial need may be eligible for scholarship assistance through that program. Contact that Office at (239) 489-9112. | File the FAFSA and apply for participation in the Student Support Services programs. |

*Endowed Scholarships*

Students who have been awarded scholarships from a private organization may have those funds administered by the College's Office of Student Financial Aid. Florida SouthWestern State College applications and additional information is available at www.fsw.edu/financialaid/scholarships. Criteria for the scholarship programs will vary, but leadership, school and community involvement, special recognition, skills, talent, financial need, or field of study may be considered. Certain scholarships may require the student to submit letters of recommendation or additional personal statements.

Endowed scholarships are provided through the Florida SouthWestern State College Foundation, Inc. Tuition and book scholarships are awarded to hundreds of students each year from endowments established by community residents. The following scholarships are currently offered:

AAUW Scholarship
Rossie Evans Alderman Nursing Scholarship
Greg Allen Scholarship
Tiffany Bachman Scholarship
Bank of America Honors Scholarship
Sarah Barden Scholarship
Ellsworth W. and Helen Beckes Nursing Scholarship
Beryl Berry Nursing Scholarship
Andrew Ryan Bess Memorial Scholarship
The Bireley Family Foundation Scholarship
Joseph S. Borek Scholarship
Robert and Juliette Brand Scholarship
Edith Brooks Scholarship
Mrs. Bunny Foundation Scholarship
Marie L. Bruel Scholarship
Marion D. Burgess Nursing Scholarship
Dr. Fred and Berniece H. Cain Nursing Scholarship
Mary Gray Cain Scholarship
Ruth M. & Cleveland L. Campbell Project Hope Scholarship
Darryl and Carol Casanueva Scholarship
Charlotte Community Foundation Scholarship
Charlotte County General Scholarship
Charlotte Pops @ Sunset Scholarship
Charlotte Regional Nursing Education Scholarship
Charlotte Sun Hurricane Charley Relief Fund
Dora Christiansen Scholarship
Charles A. & Roberta Church Nursing Scholarship
Isadora Claville Scholarship
Lillian Clukies Scholarship
Seth Cohen Scholarship
Collier County General Scholarship
William Barney "Bill" Corbin Scholarship
Benjamin Counselman Scholarship
Margaret R. Cran Scholarship
Isabella Curtis Scholarship
Sidney R. Davis Scholarship
Edith Duffey Scholarship
Robert and Nancy Dean Scholarship
Evelyn Egan Scholarship
EMT General Scholarship
Raynold G. Engstrand Scholarship
Estate Planning Council of SW Florida Second Chance Scholarship
Joann Evans Nursing Scholarship
John Evans Memorial Scholarship
Anna Failing Scholarship
Fawcett Memorial Medical Staff Scholarship
John C. and Kossie G. Ferguson Scholarship
Fine Mark National Bank & Trust Scholarship
Florida Police Foundation Scholarship
Florida Veterans 40/8 Voiture 795 Nursing Scholarship
Fort Myers Rod & Gun Club Scholarship
Fort Myers Women's Network Scholarship
Harold and Leah Jane Freshwater Scholarship
Friends of Collier Inc. Nursing Scholarship

William R. Frizzell Scholarship
Gertrude and E.P. Fryar Scholarship
Betty Gardiner Project Hope Scholarship
Leon and Viola Gardner Scholarship
Ann K. Gateff Scholarship
General Nursing Scholarship
D. Geraci Scholarship
Mary Gerrish Scholarship
Dr. Leland and Eileen Glenn Nursing Scholarship
Joseph H. and Julia M. Goodwin Scholarship
Travis A. Gresham, Jr. Scholarship
Jennifer Griffin Nursing Scholarship
Michael Griffith, Valerie Griffith-Holmes, Jack Holmes Scholarship
Guichard Jean Louis Scholarship
Robert J. Gunterberg Foundation/Carol Culliton Scholarship
Pat Hammond Memorial Scholarship
Lalai Hamric Scholarship
Gordon and Virginia Harbuck Honors Scholarship
Dorothy Harris Project Hope Scholarship
Laura E. Hedgecock Scholarship
Helphenstine Family Scholarship
Capt. Francis Asbury Hendry Scholarship
Fannie Koontz Henry Scholarship
Ruth Henry Scholarship
Col. June E. Henry Scholarship
Fred Henry Scholarship
Dennis Hill Music Scholarship
Richard Orrin Hilliker, III Memorial Nursing Scholarship
Ink Family Scholarship
Nancy A. Jerz Scholarship in Public Service
Johnson Engineering Scholarship
Kazen Ques Scholarship
Jody C. Kinsey Nursing Scholarship
Kiwanis Club Fort Myers South Scholarship
Kiwanis Club of Lehigh Acres Scholarship
Peter D. and Eleanore A. Kleist Scholarship
Anna Kontinos Scholarship
Rose Kosches Scholarship
Jeff and Cyndie Kottkamp Scholarship
Dr. Stephen and Becky Kwedar Nursing Scholarship
Dr. Michael Kyle Radiology Technology Scholarship
Susan Crane Kyle Nursing Scholarship
Scott J. Labuzienski Memorial Scholarship
Gertrud Bunzel-Lamberger Scholarship
Tom and Pat Land Scholarship
Lee County 100 Club Scholarship
Lee County General Scholarship
Lehigh Community Health Association Nursing Scholarship
Beryl Lenoch Scholarship
Joseph Leto Nursing Scholarship
Lockmiller Common Sense Scholarship
Gordon A. Lozier Scholarship
Sharon MacDonald Nursing Scholarship
Catherine H. Maeder Scholarship

Salley Poppen Marasco Scholarship
Laurel Dawn McNew Scholarship
McQueen Family Scholarship
Lillian A. Medhurst Nursing Scholarship
Guy R. Miller Scholarship
Mina Edison Society Scholarship
Minnesota Twins Scholarship
James Moore Scholarship
Eleanor Morgan Music Scholarship
Joseph Moskal Nursing Scholarship
Carl and Johanna Muller Scholarship
Music Foundation of SW Florida
Helen Nestor Scholarship
Roy & Carolyn Neumann Nursing Scholarship
Cecil Newton Scholarship
James and Eleanor Newton Honors Scholarship
Viola Odenheimer Scholarship
Olson Family Nursing Scholarship
Omni Waste Scholarship
Dr. Charles O'Neill Scholarship
Paralegal Studies Scholarship
Peace River Medical Center Auxiliary Nursing Scholarship
Peace River Medical Staff Scholarship
Vernon Peeples Scholarship
Steven Carl Perry Scholarship
Dr. Alex and Linda Pizarro Nursing Scholarship
Maurice and Jean Plummer Scholarship
Pop and Marj Kelly Scholarship
John and Aliese Price Foundation Scholarship
Project HOPE Scholarship
Martha Jeanne Puletti Swamp Cabbage Festival Scholarship
Punta Gorda Lions Club Foundation Scholarship
Josephine and Curtis Queen Scholarship
Carlisle Quenzer Scholarship
Chaplain Eli Richard Scholarship
George F. Riley Scholarship
Mayson Robbins Scholarship
Joyce and Emory Rogaski Nursing Scholarship
Lora and Preston Root Scholarship
Saldukas Family Foundation Scholarship
Holland and Mary Jeanne Salley Scholarship
George and Mary Jo Sanders Honors Scholarship
Captiva Lions Club Scholarship
Alice Saunders Nursing Scholarship
Carol Ann Schneeman Nursing Scholarship
Al and Dorothy Schultz Nursing Scholarship
Scientists Society of SW Florida Scholarship
Ward A. Shaver Scholarship
Mildred Sherrod Scholarship
Susan Price Shrader Scholarship
Rene Sichere Scholarship
Evelyn Rose Silverman Hispanic Honors Scholarship
Osco Simpson, Jr. Nursing Scholarship
J & M Smith Project Hope Scholarship

Robert Sneckenberger Scholarship
Phyllis Spain Honors Scholarship
Hugo and Wallie Spatz Scholarship
Toni Stabile Nursing Scholarship
Corella P. Stahl Music Scholarship
Suncoast Schools Federal Credit Union Suncoast for Kids Foundation Scholarship
Vera Stepp Scholarship
Dudley P. Swartz Scholarship
Sweetbay Supermarket Scholarship
SWFL Children's Charities Scholarship
Madeleine R. Taeni Ethics in Business Scholarship
Madeleine R Taeni Nursing Scholarship
Andrew F. Taylor Scholarship
Claude E. Taylor Scholarship
Andrew W. Thompson Scholarship
Ralph Tilden Music Scholarship
United Christian Giving Scholarship #1
United States Sugar Corporation
Dr. Kenneth P. Walker BAS Public Safety Scholarship
Paula G. Walker Nursing Scholarship
Jack C. Warnock, MD Nursing Scholarship
Rebecca Whan Scholarship
Fred S. and Geraldine Willard Nursing Scholarship
Ray L. Williams Scholarship
J. Howard Wood Music Scholarship
Leo Wotitzky Scholarship
L. Sherrill Yeomans Scholarship
Clarence and Billie Zimmerman Scholarship
Fuzzy Zoeller Scholarship

### Scholarship Search Information

Some of the best sources of scholarship information are available through free search services on the Internet at www.fastweb.com.

## Policies Governing Financial Aid

### Standards of Academic Progress for Financial Aid Recipients

To receive funds administered by the Office of Student Financial Aid at the Florida SouthWestern State College, students must be making measurable academic progress toward completion of an eligible degree or certificate program. Federal regulations require evaluation of both qualitative and quantitative academic progress as well as completion of the degree or certificate objective within 150% of the normal time frame.

All enrollment periods will be included in the measurement of satisfactory academic progress. Terms in which the student enrolled but did not receive financial aid are included in the measurement. All transfer credits reflected on the Florida SouthWestern State College transcript are evaluated.

### Guidelines for Satisfactory Academic Progress (SAP)

For Satisfactory Academic Progress (SAP) purposes, the academic year at Florida SouthWestern State College consists of Fall, Spring and Summer enrollment periods. Fall begins the year and Summer concludes it. Florida SouthWestern State College evaluates Satisfactory Academic Progress for financial aid purposes annually at the end of the Spring semester and the status is effective the first enrollment period of the next academic year. Students that chose to enroll in Summer semester of the same academic year progress will be evaluated again at the end of Summer semester effective for the first enrollment period of the next academic year.

If a student changes majors or academic programs, all credit hours reflected on the Florida SouthWestern State College transcript will be included in the qualitative and quantitative measurements. Credit hours not used for the new program will not be used for normal time frame measurement.

As per federal guidelines, students enrolled in an aid eligible certificate program, Satisfactory Academic Progress will be evaluated at the end of each enrollment period.

*Students with Prior Degrees or Certificates from Other Schools*

Students attending Florida SouthWestern State College for the first time and have prior degrees or certificates from other schools may be required to submit an Appeal Form prior to attending their first semester to determine if their prior degree or certificate will affect their financial aid eligibility at Florida SouthWestern State College. All credit hours reflected on the Florida SouthWestern State College transcript will be included in the qualitative and quantitative measurements. Credit hours not used for the new program will not be used for normal time frame measurement.

*Qualitative Standard*

The qualitative component measures the quality of the student's academic progress through a semester review of the student's cumulative grade point average (GPA). Students must meet a qualitative standard of academic progress measured through the cumulative GPA. Students must have a minimum cumulative 2.0 GPA to meet the qualitative standard. The required GPA is based upon the total number of GPA credit hours.

Specific federal, state, institutional and external scholarships or grants may require a higher GPA for continued eligibility. This is a separate and distinct factor for renewing or continuing eligibility for these specific funds. The GPA requirement for specific scholarships or grants supersedes those above. Information on the terms and conditions of specific financial aid programs that have GPA requirements is available to the student.

*Quantitative Standard*

Students must meet a quantitative standard of academic progress measured by completion rate. Students must successfully complete 2/3 of all attempted credit hours to graduate within 150% of the normal time frame. Transfer coursework on the Florida SouthWestern State College transcript is also included. The calculation is made as follows: Passed Credit Hours/Attempted Credit Hours = Completion Rate (result rounded to the closest whole number; e.g., 17/27=70.8% or rounded to 71%). Courses with grades of "W," "WF," and "I" are included in attempted credit hours, but are not included in passed credit hours.

*Maximum Time Frame for Degree Completion*

Students must obtain their degree objective within 150% of the normal time frame for degree completion.

1. For baccalaureate programs requiring 120 credit hours, students must obtain a degree within 180 attempted credit hours (120 X 1.50=180).
2. For associate programs of 60 credit hours, students must obtain a degree within 90 attempted credit hours (60 X 1.50=90).
3. For certificate programs requiring 24 credit hours, students must obtain a certificate within 36 attempted credit hours (24 X 1.50=36).

This maximum time frame is based upon the student degree or certificate classification in the Florida SouthWestern State College academic records.

NOTE: Students pursuing second degree programs continue to remain eligible for financial aid as long as the qualitative, quantitative and maximum time frame measurements for SAP are met.

## Effects of Developmental, Remedial, EAP, and Repeated Courses

Financial aid may be used for no more than 30 developmental (remedial) credit hours. Developmental (remedial) credit hours beyond 30 cannot be used to establish enrolled hours for financial aid purposes unless the student did not receive financial aid for all 30 credit hours.

1. Developmental, remedial, and/or most EAP coursework do not count toward degree requirements. These courses are calculated in the quantitative and completion rate measures.
2. Students who have taken developmental, remedial, and/or EAP coursework that affect maximum time frame eligibility calculation should contact the Office of Student Financial Aid to have a review done on a case-by-case basis. This request for review is not considered an Appeal.
3. All repeated courses will affect the qualitative, quantitative and time frame measures even if they are not eligible courses to establish Financial Aid enrollment status.

## Appeal Process for GPA and Completion Rate

There may be extenuating circumstances encountered by a student which impacts his or her ability to be successful and meet Standards of Academic Progress.

1. These circumstances include personal injury or illness; death of an immediate family member; or other documented circumstances that were unexpected in nature and beyond control of the student.
2. In these cases, cumulative grade point average and/or completion rate may decline, resulting in the student not meeting the minimum qualitative and/or qualitative SAP policy standards.

If this occurs and the student wishes to appeal for reinstatement of financial aid, a Satisfactory Academic Progress Appeal Form must be submitted to the Financial Aid Office by the deadline date on the Appeal form.

1. An appeal must include appropriate documentation regarding the extenuating circumstance(s) and what has changed that will allow the student to achieve successful academic progress at the next evaluation. **Incomplete appeal forms will not be reviewed.**
2. Students who are granted an appeal and placed on an academic plan which requires that students complete successfully all coursework attempted cannot withdraw from or fail any attempted courses.
3. A review will be completed at the end of each enrollment period to ensure the student is meeting the terms of the academic plan. If the academic plan requirements are not met, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.
4. Students will not be able to submit a second appeal after being granted an extension of financial aid eligibility while not compliant with the SAP policy standards. After one granted appeal, students will only be able to establish financial aid eligibility after meeting the SAP policy standards through enrollment that leads to academic improvement using personal or private funds for payment of registration and associated costs.
5. Appeals will be reviewed by a Financial Aid Appeals Committee.
6. Evaluation and decision are based upon the information provided in the student Appeal. Students will be notified of the decision of the review committee through a Message being placed in the student's portal.
7. The decision of the review committee is final.

If an appeal is denied, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.

## Appeal Process for Maximum Time Frame

In some cases, a student may not complete their degree objective within 150% of the normal time frame as a result of a change of an academic program, transfer credits not applicable to current degree program, or extenuating circumstances. If this occurs and the student wishes to appeal the suspension from financial aid eligibility, a Satisfactory Progress Appeal Form must be submitted by the deadline date on the Appeal form.

1. Extenuating circumstances may include personal injury or illness which occurs during an enrollment period; death of an immediate family member during an enrollment period; or other documented circumstances that were unexpected in nature and beyond control of the student.
2. An appeal must include appropriate documentation regarding the extenuating circumstance(s) and what has changed that will allow the student to achieve successful academic progress at the next evaluation. Incomplete appeal forms will not be reviewed.
3. Appeals will be reviewed by a Financial Aid Appeals Committee.
4. Evaluation and decision are based upon the information provided in the student Appeal Students will be notified of the decision of the review committee through a Message being placed in the student's portal.
5. Students who are granted an appeal will be expected to meet an academic plan which can include successfully completing all coursework attempted and a term GPA of 2.5 or higher. No Withdrawals, Fails and No Shows will be allowed. Only courses required for the current degree program will be used to determine financial aid eligibility. More stringent conditions may be required on a case-by-case basis, and the student will be notified of these modified conditions through a Message being placed in the student's portal.
6. A review will be done at the end of each enrollment period to ensure the student is meeting the terms of the academic plan. If the academic plan requirements are not met, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.
7. Students will not be able to submit a second appeal after being granted an extension of financial aid eligibility while not compliant with the SAP policy standards. After one granted appeal, students will only be able to establish financial aid eligibility after meeting the SAP policy standards through enrollment that leads to academic improvement using personal or private funds for payment of registration and associated costs.
8. The decision of the review committee is final.

If an appeal is denied, the student is no longer eligible for further financial aid from the Florida SouthWestern State College until such time the student becomes compliant with the SAP policy standards.

## Probation Period

"Probation" is the status assigned to a student who failed to meet SAP standards, appealed, and had financial aid eligibility reinstated.

A student on financial aid "Probation" may receive financial aid for one enrollment period. At that point, the student must meet SAP standards or meet the requirements of an individual academic plan. Students who are granted an appeal are placed on an academic plan which requires a student to complete successfully all coursework attempted and earn a term GPA of 2.5 or higher. No Withdrawals, Fails or No Shows are allowed.

## Prior Baccalaureate Degree

Students who have completed a baccalaureate or professional degree from an institution, regardless of whether the institution is an unaccredited or foreign school, are not eligible for Pell, FSAG or FSEOG funds. Whether the degree is accepted or recognized by Florida SouthWestern State College does not change the student's eligibility status.

## Prior Associate of Arts Degree

Students who have completed a baccalaureate, professional or Associate of Arts degree from an institution recognized by Florida SouthWestern State College and from which the College accepts transfer credits are not eligible for financial aid for a second Associate of Arts degree.

# Student Fees

Student fees are payable by the date shown on the schedule receipt. Financial aid recipients may have their fees covered by approved financial aid funds. The student's financial aid award process must be finalized to have tuition covered by this process. Financial aid recipients who receive funds that exceed the charges to their student accounts will receive a refund. The Bursar's office processes all student account refunds.

## Repayment of Title IV Funds

Recipients of federal financial aid funds that withdraw from classes prior to completion of 60 percent of the term will be required to repay a portion of funds received as defined by federal regulations. The Office of Student Financial Aid distributes specific information with financial aid awards. Students who are enrolled for the entire term but fail to complete successfully any classes may be required to repay a portion of the funds received.

## Procedure for Cancellation or Withdrawal of Classes for Financial Aid Recipients

Students who withdraw or have a class cancelled after the regular registration period (see Academic Calendar for the last date to drop a class with a refund) should consult the Office of Student Financial Aid as they may incur a financial liability. Students who receive an administrative refund for classes will have their financial aid adjusted or cancelled and will be required to pay all funds received that are determined to be owed back to the federal, state, or private donor that provided the funds. All students who withdraw or drop classes are required to do so as directed by the Office of the Registrar. Students are not automatically withdrawn from classes.

Students wishing to change their course registration by adding or dropping a course must follow registration procedures. Financial aid recipients are responsible for completing the change in registration no later than the last day of published add/drop period for the term for payment to be made by a financial aid program.

# Veterans' Education Benefits

The Office of Student Financial Aid, Thomas Edison (Lee) Campus, serves as the Veterans Affairs Office for Florida SouthWestern State College. Veterans or dependents of a veteran who are eligible for educational benefits should:

1. Contact the Veterans Specialist well in advance to submit and process eligibility forms with DD-214 or other required documents.
2. Apply for admission as a degree seeking student.
3. Submit the Eligibility Certificate to the Veterans Specialist for certification of enrollment. Submit additional forms if requested for certification to the Veterans Specialist.
4. Contact the Veterans Affairs Office with a schedule receipt as soon as possible before the beginning of each term to avoid a delay in receiving benefits.
5. Contact the Veterans Specialist when registering for classes each semester, changing a course schedule or degree program or making a change of address.

## National Guard Fee Exemption

Recommended National Guard enlistees may be eligible to receive a fee exemption for a percentage of their tuition costs. Contact the National Guard Education Officer. Eligibility for the exemption must be processed by the Bursar's Office on the Lee Campus.

## Veterans' Dependents

Spouses or dependents of deceased (permanent and total service connected) or 100 percent permanent and total service connected veterans should contact the Veterans Affairs Office for the appropriate forms and documents.

## Veteran Transfer Students

A transfer student must have a transcript(s) from the previous college(s) forwarded to Florida SouthWestern State College before transferring. Veterans can attend one term until transcripts are received. The student's certification for benefits will not be processed by the Veterans Affairs (VA) office until the transcript(s) is received and evaluated by Florida SouthWestern State College after the first term. Failure to have the certification finalized will delay the veteran's benefit check.

## Approved VA Programs

The student must be working toward an approved degree in order to receive VA benefits. Students should contact the College Counseling or Advising Centers to ensure that the classes they plan to take are required for the degree selected. This will avoid the possibility of overpayment for classes not required for the degree. A student will not be paid for a course repeated to earn a higher grade, unless the student received an "F" in the course (or a "D when a "C" is required).

## Deferment of Tuition

Veterans and other eligible students may receive one deferment each academic year if there is a break (failure to return in a subsequent semester) in the VA benefits. Veteran deferments are processed by the Cashier's office on each campus.

## Change of Status and Attendance

Veterans who withdraw, drop or add a class should notify the Veterans Affairs Office immediately. Such a change could result in an incorrect payment from the VA. Withdrawals and grades of "W" are retroactive to the beginning of the term, and the VA does not pay for courses in which the student receives a grade of "W."

## Standards of Progress for Veteran Educational Benefit Recipients

Veterans must maintain a "C" (2.0) grade point average to remain in good standing. If the veteran does not have a 2.0 after attempting 12 credit hours, the student will be placed on academic warning. After attempting 24 credit hours, if the veteran still has less than a 2.0 GPA, the veteran's benefits will be terminated by the VA.

# Academic Policies and Procedures Relating to Students

## Effective Catalog Policy

A student's effective catalog is the catalog in effect at the time of the student's initial enrollment at Florida SouthWestern State College or any catalog in effect through five years from initial enrollment. Graduation requirements refer to the specific combination of general education courses, required core courses, elective courses, and any other completion requirements such as passing scores on exams or completion of capstone projects. If the prerequisite requirements for any course change since the student's time of initial enrollment, the student must meet the prerequisites in effect during the term that the student registers for the course.

A student whose enrollment was interrupted for more than one year (three (3) consecutive terms) must meet the graduation requirements of the catalog in effect at the time of readmission or any catalog in effect through five years following reenrollment.

Exceptions to the effective catalog procedure may be necessary if degree requirements change as a result of changes in statute, accreditation requirements, or requirements of other regulatory agencies to which Florida SouthWestern State College is subject.

Although Florida SouthWestern State College faculty, staff and administrators assist students in meeting the requirements for a degree or certificate, it is ultimately the student's responsibility to meet those requirements. Florida SouthWestern State College does not award a degree or certificate until all requirements and obligations have been met.

## Class Attendance

Students are expected to attend all class periods of the courses for which they are registered. Absence from several meetings of a course may result in a lower grade. The determination of what constitutes excessive absence in any course rests with the professor conducting that course. Attendance requirements for a given course are to be found in the course syllabus.

Students must attend each class at least once during the first week of class to be eligible to receive a financial aid disbursement. Failure to attend courses for which a student is enrolled will result in a loss or reduction of financial aid awards.

Only those persons enrolled in a class, or those persons who have authorization to be in attendance for a particular class, will be permitted to attend the class. Authorized persons include

1. Individuals who have enrolled and paid for the class;
2. Individuals identified by the Office of Adaptive Services that attend a course to assist an enrolled student who has a documented disability; and
3. Guest speakers invited by the College or the instructor.

If an unauthorized visitor refuses to leave a classroom or laboratory, assistance should be sought from Public Safety.

## Religious Observance

Per Fla. Stat. §1006.53, the Florida SouthWestern State College policy on observance of religious holy days provides that students shall, upon notifying their instructor, be excused from class to observe religious holy days of their faith. The student will be held responsible for any material covered during the excused absence, but will be permitted a reasonable amount of time to complete any work missed. Students who feel this policy has been improperly applied may have their grievance addressed through the general academic appeals process.

## Course Syllabus

The course syllabus provides students with information such as the description of the course, prerequisites, major topics to be covered in the course, and the skills to be mastered as a result of taking the course. This information is the same for all sections of the course. The course syllabus also includes such information as the schedule of class meetings, assignments, attendance policies, course materials, and scheduled test dates.

## Final Examinations

The final examination schedule is published online at www.fsw.edu. It is each student's responsibility to know when and where his or her final examinations are scheduled.

## Grading Point System

| Grade | Interpretation | Numerical Point Value |
|---|---|---|
| A | Excellent | 4 |
| B | Good | 3 |
| C | Average | 2 |
| D | Poor | 1 |
| F | Failure | 0 |
| I | Incomplete (See Incomplete Grade Policy) | 0 |
| M | Modularized (See The M Grade) | 0 |
| NR | Not Reported (Faculty member did not Report Grade) | 0 |
| P | Pass | 0 |
| S | Satisfactory | 0 |
| W | Withdrawal (See Course Withdrawal Policy) | 0 |
| X | Audit (No Credit) | 0 |

The student's grade point average is obtained by dividing the total number of grade points earned by the total number of semester hours attempted. Grades earned in college preparatory classes **do** count in the computation of the overall grade point average, but **are not** considered in determining eligibility for graduation and/or the Dean's list. Satisfactory, Pass, Withdrawals, Incompletes, and Audits do not receive grade points and do not have an effect on the GPA.

## The M Grade

The M grade (Modularized) serves as an interim grade for MAT 0057, pending completion of the course. MAT 0057 is repeatable up to 8 credit hours.

- The M grade should only be assigned, at the end of the semester, to students who have completed at least 50% but less than 100% of the course. Exceptions would be a student close enough to completion and with sufficient justification to receive a grade of I (consult incomplete grade policy)
- The M or W grade counts as an attempt and is factored in Financial Aid computations as a course attempt.
- The student must pay tuition and fees for a second attempt at the course even if they receive a grade of M.
- The M grade will remain on a student's permanent record if MAT 0057 or a higher level mathematics course is successfully completed within one year of the initial course attempt. Although the M grade remains on the permanent record it has no impact on the student's grade point average.
- The M grade will also remain on a student's record if they receive a grade of F in their second attempt.
- The M grade which is not followed by a successful completion of MAT 0057 or a higher level mathematics course (a W grade is not a successful completion but is a second attempt) will be converted to an F after 2 additional semesters as per the schedule below:

| M Grade Assigned | Converted to F |
|---|---|
| Spring | End of Fall |
| Summer | End of Spring |
| Fall | End of Summer |

## Maximum Course Attempts

In accordance with State Board of Education Rule 6A-14.0301, students may attempt the same course a maximum of three times at Florida SouthWestern State College. Enrollment in a course beyond the last day to drop with a refund counts as an attempt for the purposes of this rule. Upon the third attempt, the student is not permitted to withdraw from the course and will receive a grade for the course. Course withdrawals and earned grades count toward the maximum attempts.

## Multiple Attempt Course Surcharge

Florida Statutes require that any student enrolled more than two times in the same state-funded undergraduate course, including college preparatory courses, be assessed an additional fee per credit hour. Students are assessed the additional fee on the third and subsequent attempt. Any coursework taken prior to the Fall 1997 semester does not count as an attempt when determining course attempts. Only coursework repeated at Florida SouthWestern State College counts in attempts. Transfer coursework does not count in the repeat calculation.

Florida Statutes also provide a one-time exception to the surcharge based on extenuating circumstances or financial hardship. Any student who withdrew from or failed a college preparatory or college credit course due to a major extenuating circumstance may submit a Petition for Exception to Maximum Course Attempts and be granted a one-time exception, per course, to the maximum course attempts and/or 100 percent of the full cost of instruction fee (please see Peititions in the Student Records section for more information).

## Course Withdrawal Policy

A student can withdraw without academic penalty from any course in a term by the mid-point of that term. Withdrawals after that date may be granted only through established institutional procedures. The Academic Calendar provides information on important dates for each semester, such as the last day to withdraw from courses without a penalty.

Students may request a withdrawal for extenuating circumstances after the published deadline by submitting a "Late Withdrawal Form." This request can be secured in Academic Advising, Registration, or online and be turned in at the Registrar's Office. The Late Withdrawal Form does not alter or waive a student's responsibility from paying tuition and other fees. Students who stop attending courses without officially withdrawing and without an approved late withdrawal form will receive an "F" grade in the computation of the Florida SouthWestern State College GPA.

Students who officially withdraw from a class or classes any time prior to the date listed in the Academic Calendar will receive a grade of "W." Course(s) receiving a grade of "W" are included in attempted courses when determining a standard of academic progress. A student will be limited to two withdrawals per course. Upon the third attempt, the student will not be permitted to withdraw, and will receive a grade for that course.

## Incomplete Grade

A grade of "I" is given only when the student has successfully completed most of the course in question and, in the judgment of the professor, is able to make up any deficit within the assigned time frame. A student who receives an "I" must make up the deficiency and have the change of grade recorded in the Office of the Registrar no later than last day to remove incomplete grades as published in the College Catalog. After that, the grade defaults to an "F." The responsibility for making the necessary arrangements with a professor for the removal of an "I" rests with the student. A student may not register for a class in which they have an "I" grade. An incomplete grade may delay graduation if requirements have not been met by the end of the term.

If a professor awarding an "I" is not going to be available the following term, it is the responsibility of the professor awarding an "I" to make arrangements for the student to deliver the necessary completed coursework to a fellow faculty member or the professor's supervisor for a change of grade. In such a case, it is the professor's responsibility to inform the faculty member or supervisor and the student, in writing, what needs to be completed in order for the "I" to be changed. The professor should provide a copy of the student's grades to date, and describe the student's remaining work and final grading procedure.

In extreme cases where circumstances prevent a professor from assigning a grade, final responsibility for the grade change rests with the supervisor.

## Grade Corrections

The responsibility for the evaluation of student coursework and the assignment of final grades rests with the professor who has been assigned to teach that course. A student who believes that an error was made in the assignment of their final grade must contact his or her professor by the 28th calendar day after the start of classes in the following semester. For example, the student must request the review of a grade that was assigned in the Fall semester by the 28th calendar day after the start of Spring classes.

The professor who assigned the final grade must initiate a Change of Grade. The Change of Grade Form must be approved by the appropriate Academic Dean and forwarded to the Office of the Registrar.

As a matter of practice, a grade is corrected only in the instance where an error was made in the recording of a grade. Under no circumstances will an Academic Dean change a student's grade. In rare cases under compelling extenuating circumstances, an Academic Dean may ask a professor to consider changing a grade if it is deemed appropriate to do so.

During the semester professors will communicate directly with those students who are doing unsatisfactory work. Students with unsatisfactory performance are encouraged to meet with their professors with a view toward improving their work.

## Grade Forgiveness Policy

The Grade Forgiveness Policy permits students to repeat a course in an attempt to improve a grade of "D" or "F." A student will be limited to two repeats per course, or a total of three attempts. Upon the third attempt, the student is not permitted to withdraw from the course and the grade assigned is the final grade for the course. Course withdrawals and earned grades count toward the maximum attempts.

Grade forgiveness is automatic, beginning Summer B, 1995, for all students who have repeated courses at Florida SouthWestern State College. Students must complete a Academic Petition Form only if both the original and the forgiven grades were awarded in terms or semesters previous to Summer B, 1995, or if both courses were transferred to Florida SouthWestern State College from other institutions. Students should be aware that some colleges or universities may not accept the grade of a repeated course, or may compute grade point averages incorporating the grade originally assigned.

*NOTE: Students receiving financial aid of any type are cautioned to check with the Financial Aid Office to ensure that the repeated courses will count toward their financial aid award.*

Only the last grade earned in a repeated course will be computed into the grade point average at Florida SouthWestern State College, provided that the last assigned grade is not a "W" or an "X" (Audit). However, all grades will appear on the transcript. Students may not repeat a course to improve a grade point average if they have received a "C" or higher grade in a previous attempt or after the awarding of the associate degree.

This policy applies to courses that are repeated for grade forgiveness purposes. It does not apply to courses designated as repeatable.

## Academic Second Chance

The Academic Second Chance Policy allows a student who is transferring to or seeking readmission to Florida SouthWestern State College a one-time, non-reversible opportunity to have coursework that is five calendar years or older excluded when computing the grade point average for graduation. To be eligible for Academic Second Chance, the student must complete all admissions requirements and be admitted to a degree or certificate program. Courses that receive amnesty will still count for the Financial Aid Satisfactory Progress Policy with regard to attempted/earned credits.

The student must submit a student request for Academic Second Chance to the Office of the Registrar. For the request to be considered, transfer or readmitted students must complete a minimum of 12 semester hours at Florida SouthWestern State College within two consecutive semesters while maintaining a term GPA of 2.0 or better. ESL/ENS and remedial courses are not applicable.

When the request is approved, the following statement will be added to the student's transcript: "Academic Second Chance policy has been applied." The grade(s) and course(s) will remain on the transcript and the approved course(s) will be marked with a notation indicating that the grade(s) was not used to compute the student's GPA and/or to determine graduation status. The Academic Second Chance Policy does not apply once a certificate or a degree has been earned.

## Standards of Academic Progress

To complete degree and certificate program requirements, students are required to achieve a minimum cumulative grade point average (GPA) of "C" (2.0 on a 4.0 scale) or better. When a student is no longer considered in Good Academic Standing, written notification will be sent to the student's FSW email. The email notification will provide an explanation of his or her academic standing and instructions on the appeal process if the student is on Academic Suspension or Dismissal. It is a student's responsibility to know his or her academic standing. Evaluated transfer coursework contributes to the cumulative GPA. Transfer students are strongly encouraged to meet with an Academic Advisor if they left prior institutions in poor Academic Standing.

## Good Academic Standing

Students are considered in Good Academic Standing if they maintain a 2.0 or higher cumulative GPA.

## Academic Warning

When a student's overall GPA has fallen below a 2.0 for the first time, the student is placed on Academic Warning for one semester (e.g., Fall, Spring, Summer). A student on Academic Warning should meet with an Academic Advisor prior to future registration. Academic Warning limits a student's academic load to 12 credits in Fall, Spring and Summer semesters. All students on Academic Warning will be placed on Academic Probation in the subsequent semester if they fail to earn a 2.0 overall GPA.

## Academic Probation

Students who failed to raise their overall GPA to a 2.0 or higher while on Academic Warning will be placed on Academic Probation for one semester (e.g., Fall, Spring, Summer). These students are required to meet with an Academic Advisor to develop strategies intended to improve academic progress . Academic Probation limits a student to twelve credits in the Fall, Spring and Summer semesters. Students on Academic Probation could jeopardize their financial aid eligibility, scholarship eligibility, veterans benefits, or other situations requiring full-time enrollment. Students on Academic Probation are placed on suspension for the following semester if they fail to earn a 2.0 term GPA while on academic probation.

## Academic Suspension

Students who failed to achieve a 2.0 term GPA while on Academic Probation are suspended for one semester (e.g., Fall, Spring, Summer). Students may petition their suspension to continue their enrollment by completing a Reinstatement Petition obtained from the Florida SouthWestern State College website at www.fsw.edu (refer to Reinstatement Petition on the Advising webpage). Students approved for continuation of enrollment through petition will be placed on Probation after Academic Suspension status.

## Probation after Academic Suspension

Students who reenter Florida SouthWestern State following Academic Suspension are required to work closely with an Academic Advisor to develop an appropriate plan to improve their academic record. Such measures could be, but are not limited to, learning contracts, enrollment in College Success Skills (SLS 1101 or SLS 1515), attendance at Academic Success Services workshops, and/or submission of academic progress reports. Probation after Academic Suspension limits a student to nine credits in the Fall, Spring and full Summer semesters or limits a student to three credits in mini A and mini B semesters. Students under Probation after Academic Suspension could jeopardize their financial aid eligibility, scholarship eligibility, veterans benefits, or other situations requiring full-time enrollment. Students who fail to maintain or improve their current cumulative GPAs and fail to achieve a 2.0 GPA in their most recent semester are dismissed for one full academic year.

## Academic Dismissal

Students who have been on Probation after Academic Suspension and have failed to achieve a 2.0 term GPA are dismissed for one full academic year. Students may appeal their dismissal by emailing leesoapadvisor@fsw.edu to be sent the Academic Dismissal Appeal Form. All received requests by the stated deadline will be reviewed by the Standards of Academic Progress Committee. Correspondence with the student is through their FSW email account.

## Probation after Academic Dismissal

Students approved for continuation of enrollment by the Standards of Academic Progress (SOAP) Committee will be placed on Probation after Academic Dismissal status. Probation after Academic Dismissal limits a student to nine credit hours in the Fall, Spring or Summer semesters or limits a student to three credits in a mini A or mini B semester. The SOAP Committee may also determine other conditions for reinstatement. Students under Probation after Academic Dismissal could jeopardize their financial aid eligibility, scholarship eligibility, veteran benefits, or other situations requiring full-time enrollment.

Students who reenter Florida SouthWestern State College following Academic Dismissal are required to work closely with an Academic Advisor to develop an appropriate plan to improve their academic record. Such measures could be, but are not limited

to, learning contracts, enrollment in SLS classes (SLS 1101 or SLS 1515), attendance at Academic Success Services workshops, and/or submission of academic progress reports.

# Other Academic Policies

## Course Substitutions

Florida SouthWestern State College's Operating Procedure, COP 03-1714, on Course Substitutions defines a Course Substitution as the process through which a student petitions the College for a replacement of a required course with a course that meets a minimum of 70% of the course learning outcomes. The course must be completed at an accredited post-secondary institution with evidence of common content and learning outcomes. Students are required to complete a Credit Review Request and include all of the documentation to support the request. Once a student submits a complete Credit Review Request, the request is reviewed and approved or denied by the Credit Review Committee; the Office of the Registrar will notify students of the status of a Course Substitution request via their FSW email account.

## Dean's List

At the conclusion of the Fall and Spring semesters only, the Office of the Registrar will generate a list of students completing 12 or more credits that semester whose grade point average is 3.5 or above and who did not receive any grade below a "C". The list is published after the period allowed for students to make up "Incompletes." The Dean's List will be posted on the Office of Registrar's webpage (www.fsw.edu/registrar), and each student on this list will receive an email containing a Dean's List Certificate noting the accomplishment and signed by the Provost and Vice President of Academic Affairs. A notation of this accomplishment will be made on the transcript of each student so honored. Such students can request a personalized Dean's list letter, if desired. Please note: College Preparatory Courses and courses beginning with the prefixes EAP, PEL, PEM, PEN, and SLS are not considered in calculating Dean's List eligibility.

## Faculty Office Hours

Full-time professors are required to schedule a minimum of 10 hours per week of office hours, during which time they will be physically present on campus and available to assist students. Office hours will be posted on or near faculty office doors. Additional office hours beyond the required 10 hours may be scheduled, and students may also be seen by appointment. Faculty teaching online courses have the same requirements for holding office hours but may hold a portion of their office hours online.

Part-time professors are required each semester to make themselves available for student consultation before or after class. They may also make themselves available by appointment, phone, voice mail, or email. Availability to students should be appropriately noted in the class syllabus.

## Foreign Language Competency

In accordance with Florida Statute 1007.25, students initially entering a Florida College System Institution in 2014-2015 and thereafter must demonstrate competency in foreign language pursuant to guidelines set in Florida Statute 1007.262 for the Associate in Arts degree.

Florida SouthWestern State College does not require completion of foreign language for admission into its baccalaureate degree programs. However, students must have completed Florida's foreign language competency requirement prior to the completion of a bachelor's degree. Students may meet this competency in three ways:

The Foreign Language Competency Requirement may be met by:

- 2 years of the same High School Foreign Language, or
- Documented foreign language proficiency through testing (for example, CLEP), or

- 2 semesters of the same College Level Foreign Language, or
- Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has succeessfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

### Student Surveys

Florida SouthWestern State College will periodically distribute surveys to students in order to obtain information useful in evaluating education programs, student services and many other aspects of the College and its mission. These surveys may be sent by mail, administered over the phone, administered by a link to a website sent by email or administered in the classroom. They may be administered to a cross-section of students, to graduates of particular programs, or to students enrolled for a short time. Results of student surveys are shared with administrators, faculty, the Board of Trustees and with students. Findings are reported as summaries of all responses, without identifying any particular student. The information is used to identify ways to improve programs and services and to plan future activities. Student participation in surveys ensures that the information gathered provides an accurate basis for decision-making.

### Textbooks and Required Course Materials

Students are required to obtain the required textbook and/or course materials for their classes. The College anticipates that, except in unusual circumstances, course materials will be adopted for at least one year.

### Word-Processing Policy

Students are expected to word-process papers in courses taken for credit. Florida SouthWestern State College's basic composition course, ENC 1101, requires students to demonstrate competence in the basic use of computers, including word-processing. The word-processing of papers is regarded as the norm and is considered good practice for students continuing into an FSW baccalaureate program or transferring to other colleges and universities.

## Academic Grievance Procedure

The Florida SouthWestern State College Academic Grievance Procedure is designed to provide resolution to legitimate academic issues. State Board Rules and College Policies are not subject to academic grievance; only the application or interpretation of rules or policies may be grieved. To facilitate an efficient and timely resolution process, Florida SouthWestern State College has an Ombudsperson to assist students through informal and formal grievance procedures. The College also maintains a clear chain of escalation for grievances.

The Academic Grievance Procedure is based on the assumption that academic disagreements should be resolved by student and faculty interaction via an informal process. The formal grievance procedures are intended to provide all Florida SouthWestern State College students with opportunities for objective review of facts and events that are related to the cause of a grievance when the involved faculty members and students are not able to resolve a dispute on their own. These reviews will be accomplished in a collegial, non-judicial atmosphere. All parties are expected to behave in a civil manner.

When a student feels that an error has been made in the assignment of a course grade, it is the responsibility of the student to first meet with the faculty member to try to resolve the issue. The Academic Dean or designee in the appropriate school may be consulted if necessary. Grades are assigned solely by the faculty member of record. This assignment of grades is not subject to change through the Formal Academic Grievance Process. The decision of the faculty member is binding, except in cases where a grade can be shown to have been arbitrary, capricious, and/or retaliatory in nature.

### Time Limits

A grievance must be filed in a timely fashion. Formal written grievances must involve a specific event or incident occurring within 30 days of filing. The student must participate in an Informal Grievance Procedure before filing a formal written grievance. Grievances will generally be resolved within 30 days.
If more time is required to reach a resolution, all parties involved must agree in writing to the extension. If agreement cannot be reached, the Provost and Vice President of Academic Affairs will make the final time determination.

## Informal Grievance Procedure

The aggrieved student feels that published College policies or procedures have been violated and that this has negatively affected his/her academic status.

1. The student shall meet with the faculty member and both shall make an effort to reach a mutual resolution. The syllabus will be the guiding document. Every effort should be made to resolve the problem at this level.
2. If the grievance remains unresolved, the Academic Dean or designee shall be consulted, and a second attempt will be made to solve the grievance informally.
3. If resolution is not successful, then the student may move to place a formal grievance. The formal grievance must be submitted within five working days of denial of the informal grievance.

## Formal Grievance Procedure

The aggrieved student should submit a request in writing to the Academic Dean for a formal student grievance hearing.

A formal written grievance is distinguished from an informal grievance in the following manner:

1. The grievance must be in writing, and must be dated and signed by the student making the grievance.
2. The grievance must clearly identify the department(s) and issue(s) involved.
3. The grievance must indicate that the student has attempted to resolve the issue with the involved staff member prior to the date of the grievance.

The Academic Dean shall appoint an ad hoc grievance committee consisting of the faculty Department Chair (or faculty designee), and two other members: one regular, full-time administrative employee and one member of the Student Government Association Board. The Department Chair will serve as the chairperson.

1. The Dean or his/her designee will serve as recording secretary to the committee, but shall have no vote.
2. The committee shall, within seven working days of being constituted, meet to hear the grievance, review documentation, and interview all witnesses deemed pertinent to the matter.
3. The committee shall, within four working days after the close of the hearing, report its findings, and make a recommendation for resolution of the matter.
4. The Academic Dean will report the finding to the Provost and Vice President of Academic Affairs for a final decision. That decision is binding. There are no further appeals within the College.
5. When the grievance has been resolved, all paperwork shall be forwarded to the Vice President for Student Affairs and Enrollment Management for archiving.

## Student Administrative Grievance Procedure (Non-Academic Issues)

A grievance is a student complaint regarding a violation, interpretation, or application of a college policy or college operating procedure. The written grievance procedure is based on the assumption that grievances, disagreements, and complaints should be resolved by direct interaction among students and staff. To facilitate an efficient and timely resolution process, Florida SouthWestern State College has an Ombudsperson to assist students through informal and formal grievance procedures. The College also maintains a clear chain of escalation for grievances.

## Exclusions

Grievances pertaining to the following matters shall not be processed under this rule:

1. Disciplinary actions taken under the Florida SouthWestern State College Student Code of Conduct.
2. The professional judgment exercised by an instructor in assigning a grade.
3. Complaints involving discrimination, harassment, or violations of Title IX.

## Time Limits

A grievance must be filed in a timely fashion. Formal written grievances must involve a specific event or incident occurring within 30 days of filing. The student must participate in an informal grievance resolution before filing a formal written grievance. Grievances will generally be resolved within 30 days.
If more time is required to reach a resolution, all parties involved must agree in writing to the extension. If agreement cannot be reached, the Vice President for Student Affairs and Enrollment Management will make the final time determination.

## Note Concerning Discrimination, Harassment and Title IX Complaints:

Florida SouthWestern State College maintains a separate set of procedures to address complaints that entail accusations dealing with violations of Title IX, discrimination, or harassment. These types of complaints are addressed through Florida SouthWestern State College Board Policy 6Hx6:2.03 and College Operating Procedure 05- 0107. Students should notify the Campus Chief Student affairs Officer, Associate Dean of Student Affairs, or the Director of Human Resources for assistance in resolving any discrimination or harassment issue.

## Informal Grievance Resolution

The student must first attempt to resolve a grievance informally by meeting with the staff member who is alleged to have caused the grievance. If the grievance cannot be resolved at this level, the student is encouraged to continue informal resolution presenting the problem orally through appropriate administrative channels up to, but not including, the Office of the Vice President in whose area the grievance has occurred. If an informal resolution still cannot be reached, then the student may initiate the formal grievance procedure. All formal written grievances should be submitted to the Chief Student Affairs Officer on each campus.

## Formal Grievance Resolution

A formal written grievance is distinguished from an informal grievance in the following manner:

1. The grievance must be in writing, and must be dated and signed by the student making the grievance.
2. The grievance must clearly identify the department(s) and issue(s) involved.
3. The grievance must indicate that the student has attempted to resolve the issue with the involved staff member prior to the date of the grievance.

Once a formal grievance has been submitted to the Chief Student Affairs Officer, the following process is engaged:

1. The Chief Student Affairs Officer will route the grievance to the appropriate employee within the department where the issue resides. This employee will initiate an investigation of the issues identified in the grievance.
2. Within 10 business days of receiving the grievance, the employee will provide the student with a written response to the grievance; the written response will contain a description of any findings and decisions made regarding the grievance. The employee will send the Chief Student Affairs Officer a copy of the written response for documentation purposes.
3. If the student feels the response does not address the grievance properly, the student may request that it be referred to the next higher administrative level.
4. At each administrative level, the administrator will be given 10 business days to investigate the issue and provide the student with a written response. The administrator at each level will send the Chief Student Affairs Officer a copy of the written response for documentation purposes.

5. The determination of the Vice President in whose area the grievance has occurred will be the final decision. There are no further appeals within the College. The Vice President will send the Chief Student Affairs Officer a copy of the final determination for documentation purposes.

# Academic Support Centers

## First-Year Experience (FYE)

Florida SouthWestern State College values student success and is committed to creating a foundation for students. By encouraging the development of critical thinking skills and making the acquisition of knowledge relevant to their lives, FSW provides students with strategies to succeed in life and opportunities to apply their learning in and outside of college life.

Florida SouthWestern State College has created a First-Year Experience (FYE) Program to connect students with the resources, tools, and programs that are essential for their success in the first year and beyond. The FYE Program facilitates the development of critical thinking skills and self-reliant learning among first-time-in-college students. The FYE Program provides opportunities for students to develop a sense of belonging by integrating them into the community of Florida SouthWestern State College through the Cornerstone Experience course (SLS 1515), academic and co-curricular workshops, engagement with peer leaders, and community service opportunities.

## Academic Support Centers

Each campus and center of Florida SouthWestern State College has established Academic Support Centers whose mission is to provide programs and services that support students in achieving their academic and professional goals. Each Center is unique to its location but all provide a highly supportive environment for student academic engagement. The Math Center, the Writing Center, the Oral Communication Center, and the Peer Tutoring Center facilitate learning and academic achievement by using individual and small group tutoring sessions.

In the Academic Support Centers, students will find a supportive environment that provides them with essential resources and services that range from daily study skills workshops to individualized attention. Free workshops cover a variety of life management skills that pertain to academic success. Workshops are scheduled during day and evening hours to meet the needs of all students. All services in the Centers are available to registered Florida SouthWestern State College students.

## Developmental Studies

As per Florida Statute 1008.30:

*A student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma or a student who is serving as an active duty member of any branch of the United States Armed Services shall not be required to take the common placement test and shall not be required to enroll in developmental education instruction in a Florida College System institution. However, a student who is not required to take the common placement test and is not required to enroll in developmental education under this paragraph may opt to be assessed and to enroll in developmental education instruction, and the college shall provide such assessment and instruction upon the student's request.*

*A student who takes the common placement test and whose score on the test indicates a need for developmental education must be advised of all the developmental education options offered at the institution and, after advisement, shall be allowed to enroll in the developmental education option of his or her choice.*

*A student who demonstrates readiness by achieving or exceeding the test scores established by the state board and enrolls in a Florida College System institution within 2 years after achieving such scores shall not be required to retest or complete developmental education when admitted to any Florida College System institution.*

Students who must enroll in the same College Success course a third time shall pay fees at 100 percent of the full cost of instruction. Students who withdraw or fail a class due to extenuating circumstances, or who have a financial hardship, may be granted an exception to the 100 percent full cost of instruction (please see "Petitions" in the Student Records section for more information). Students must provide written documentation of financial hardship, disability, or extenuating circumstances that resulted in the withdrawal or failure. Such documentation shall be submitted to the College Registrar for consideration.

Students are permitted to enroll in Developmental instruction concurrently with credit instruction in courses for which they are qualified. Non-Exempt students testing into remedial courses may not enroll in the following categories of college credit courses while completing their College Success coursework:

1. Non-exempt students who are deficient in mathematics may not enroll in any college-level mathematics course or courses that require mathematics skills beyond the skill level of the student.
2. Non-exempt students who are deficient in English and/or reading skills may not enroll in English or humanities courses that meet the Gordon Rule requirements or any courses that require communication skills beyond the skill level of the student.
3. Non-exempt students who are deficient in all three areas may enroll in college-level courses such as orientation courses, college success courses, or courses that are not dependent on college-level computation and communication skills.
4. College Success instruction is provided in reading, writing, and mathematics.

Reading for College Success instruction includes the recognition of main ideas, supporting details, meanings of words in context, author's purpose, tone, valid arguments, explicit and implicit relationships within and between sentences, and the ability to detect bias, to distinguish fact from opinion, and to draw logical inferences and conclusion.

Writing for College Success instruction includes grammatical concepts and usage, punctuation, word choice, and paragraph and essay development.

Mathematics for College Success instruction includes arithmetic and introductory algebra including real numbers and their properties and basic operations, linear expressions, factoring of algebraic expressions, solutions of linear equations and inequalities, graphing, and quadratic equations.

All Developmental classes are 3 credit/4 contact hours. There may be a required lab component that must be completed in the Academic Centers. The hours of the Academic Centers are posted every semester. The student's lab component can be completed any time the Centers are open.

**Developmental Mathematics Sequence**
MAT 0057 - Mathematics for College Success (*)-Modularized
**OR**
MAT 0057 - Mathematics for College Success (*)-Compressed

**Developmental Reading Sequence**
REA 0019 - Reading for College Success (*)-Modularized
**OR**
REA 0019 - Reading for College Success (*)-Compressed
**OR**
REA 0019 - Reading for College Success (*)-Contextualized

**Developmental Writing Sequence**
ENC 0022 - Writing for College Success (*)-Modularized
**OR**
ENC 0022 - Writing for College Success (*)-Compressed

# Graduation Requirements

## General Information

Students may participate in the commencement ceremony during the academic year in which they will complete their degree requirements. However, diplomas will be awarded only after all of the degree requirements are fulfilled. Degree notations on transcripts will include academic terms in which all of the requirements were completed.

Continuously enrolled students may choose to meet graduation requirements as defined in the College Catalog in effect during their initial term of enrollment, or any catalog in effect through five years from intial enrollment, or the College Catalog in effect during the term in which they apply for graduation. Final responsibility for meeting graduation requirements rests with the student. Please note that an incomplete grade may delay graduation if requirements have not been met by the end of the term.

## Associate Degrees and Certificate Programs

To receive the Associate in Arts degree, Associate in Science degree, or a Certificate, students must satisfy the requirements for that degree or certificate. Students are encouraged to see an Academic Advisor prior to each registration. Students must satisfy the following College requirements:

1. Students must submit a completed application for graduation to the Registrar by the published deadline.
    1. Students interested in graduating at the end of a term must submit their applications for graduation by the date published in the Academic Calendar for that term
    2. The Registrar will **not** accept applications after the deadline.
    3. Students failing to meet the degree requirements in the semester in which they have applied to graduate must **reapply** and **repay** the graduation fee. Failure to meet degree requirements may include the following: incomplete grades or low evaluation reviews in clinical courses.
2. Earn the minimum required semester hours for the degree or certificate with a cumulative 2.00 GPA. Students may apply only 6 hours of college-level EAP credits toward a degree.
3. Satisfy Gordon Rule requirements, if applicable.
4. Complete all non-course requirements, if applicable.
5. Successfully complete a minimum of 25 percent of the required degree or certificate coursework at Florida SouthWestern State College.
6. Fulfill all obligations to Florida SouthWestern State College.

## Baccalaureate Degrees

The following general requirements for graduation from Florida SouthWestern State College must be met by all candidates for the Bachelor of Applied Science and Bachelor of Science Degrees. Additional requirements may exist for individual programs.

1. Students must satisfactorily complete 120 credit hours. For residency purposes, a minimum of 30 credit hours required for graduation must be completed at Florida SouthWestern State College. All other specific degree requirements must also be met. Credit awarded for Developmental Studies instruction may not be counted toward fulfilling the total number of credits required for residency purposes or graduation.
2. For purposes of conferring the bachelor's degree, students must complete at least 30 credit hours of courses numbered 3000 level or above.
3. Students must fulfill all requirements for their program major. Students should refer to an individual program's graduation requirements.

4. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale. Students pursuing a degree in education must achieve a 2.5 average or higher in all coursework. Individual programs may require a higher grade point average for graduation.
5. Students must earn a grade of "C" or better in all upper division program requirements.
6. Students must complete the general education requirements of the Associate in Arts Degree including any assessment of general education outcomes that are required by the College. Transfer courses will be reviewed for equivalency. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida community college or bachelor's degree from a regionally accredited institution are considered to have met the general education component of the degree.
7. Students must have completed Florida's foreign language competency requirement prior to the completion of the bachelor's degree. The Foreign Language Competency Requirement may be met by:
    - 2 years of the same High School Foreign Language, or
    - Documented foreign language proficiency through testing (for example, CLEP), or
    - 2 semesters of the same College Level Foreign Language (level II proficiency), or
    - Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.
8. Students must meet program criteria prior to enrollment in the capstone or internship experience.
9. Students must submit a completed application for graduation to the Registrar by the published deadline.
    1. Students interested in graduating at the end of a term must submit their applications for graduation by the date published in the Academic Calendar for that term.
    2. The Registrar will **not** accept applications after the deadline.
    3. Students failing to meet the degree requirements in the semester in which they have applied to graduate must **reapply** and **repay** the graduation fee.

## Commencement Ceremony

Students will be awarded their degrees during the terms in which they complete their programs and apply for graduation (FAC 6A-14.030). To celebrate our students' achievements, Florida SouthWestern State College holds a commencement ceremony in the Spring each academic year. Students are eligible to participate in the commencement ceremony under the following conditions:

1. Students who complete their degree requirements during the Fall term preceding the commencement ceremony and apply for graduation.
2. Students who complete their degree requirements during the term that concludes with the commencement ceremony and apply for graduation.
3. Students who will complete their degree requirements during the Summer term that immediately follows the commencement ceremony and apply for graduation; students requiring more than 12 semester hours to complete their degree at the start of the Summer term are encouraged to participate in the next year's commencement ceremony.

To participate in the ceremony, students must indicate their intention to attend commencement on the application for graduation by the published deadlines.

## Honors Graduation Distinction for Baccalaureate Students

Baccalaureate students with a record of academic achievement may be considered for honors upon graduation. To graduate with an honors distinction, baccalaureate degree candidates must have completed a minimum of 30 credit hours of upper division graded coursework at Florida SouthWestern State College and must have earned an overall grade point average (GPA) of 3.50 or higher. Honors designations are conferred according to the following scale and are noted on a student's official academic transcripts and diploma:

- *Cum Laude (with honors):* an overall GPA of 3.50, but below 3.70

- *Magna Cum Laude (with high honors):* an overall GPA of 3.70, but below 3.90
- *Summa Cum Laude (with highest honors):* an overall GPA of 3.90 or higher

When determining honors for graduation, the GPA is not rounded up (e.g., 3.49 is not rounded up to 3.50 for graduation with an honors designation).

## Honors Graduation Distinction for Associate Students

Associate degree students with a record of academic achievement may be considered for honors upon graduation. To graduate with an honors distinction, associate degree candidates must have completed 25% of the coursework at Florida SouthWestern State College and must have earned an overall grade point average (GPA) of 3.50 or higher. Honors designations are conferred according to the following scale and are noted on a student's diploma:

- *Honors:* an overall GPA of 3.50, but below 4.00
- *High Honors:* an overall GPA of 4.00

## Recognition of Honors at Commencement

Candidates who have accumulated the minimum honors GPA requirements, prior to the term of graduation, will be recognized at the commencement ceremony and will be provided with honors cords. Candidates who will become eligible for honors after the current term's grades are recorded will not be recognized at the commencement ceremony.

# Degree Acceleration and Honors Programs

# Degree Acceleration Programs

## Dual Enrollment

Dual enrollment provides an opportunity for qualified high school students to enroll in Florida SouthWestern State College courses while still enrolled in high school. Dual enrolled students receive both high school and college credit. College preparatory, Applied Music, and health and wellness courses are not included in the dual enrollment program.

To qualify for dual enrollment, all candidates must demonstrate readiness for college-level work. Readiness for college-level work is determined through meeting a minimum high school GPA and achievement of the state minimum cutoff scores on the appropriate sections of the PERT or appropriate ACT-E or SAT-R scores (please see Testing Services, in the Student Services section, and each county's Interinstitutional Articulation Agreement for more information).

Dual enrolled students must complete the online Florida SouthWestern State College admissions application for dual enrolled students. In addition, the dual enrolled student will submit a completed Accelerated High School Registration Approval Form each term listing the courses that they are approved to register for. The Accelerated High School Registration Approval Form must be signed by the high school principal or designee and the applicant. Dual Enrollment students may take courses taught on the high school campus, on the college campus, or through FSW online.

Dual enrollment students are exempt from registration, tuition, and laboratory fees. Textbooks and instructional materials for public school students are provided by the school district through the high school. Students enrolled in non-public secondary schools or in home school programs must pay for their textbooks and instructional materials.

## Early Admissions

Early admissions provides an opportunity for qualified high school seniors to enroll full time in Florida SouthWestern State College courses on the College campus while still enrolled in high school. Early admissions students receive both high school and college credit. College preparatory, Applied Music, and health and wellness courses are not included in the early admissions program.

To qualify for early admissions, students must have a minimum un-weighted high school GPA of 3.0 on a 4.0 scale and must demonstrate readiness for college-level work. Readiness for college-level work is determined through achievement of the state minimum cutoff scores on the appropriate sections of the PERT, or appropriate ACT-E or SAT-R scores (please see Testing Services, in the Student Services section, for more information).

Early admissions students must self-identify with the Admissions Office. Early admit students must submit a completed Accelerated High School Registration Approval Form each term listing the courses that they are approved to register for. Accelerated High School Registration Approval Forms must be signed by the high school principal or designee and the applicant.

Early admissions courses are taught on the Florida SouthWestern State College campus or through FSW online. Registration, tuition, laboratory fees, textbooks and instructional materials for public school students are provided by the school district through the high school. Early admissions students are exempt from application, matriculation and special fees. Textbooks and instructional materials for public school students are provided by the school district through the high school. Students enrolled in non-public secondary schools or in home school programs must pay for their textbooks and instructional materials.

## Advanced Placement

Florida SouthWestern State College participates in the Advanced Placement Program (AP) offered by the College Board to provide greater flexibility and opportunity for high school students to proceed with their education. Students must submit to the Office of the Registrar an official transcript from the College Board for scores to be considered. Florida SouthWestern State College awards college credit for qualifying AP examination scores based on standards recommended by the Florida Department of Education and the Articulation Coordinating Committee. Acceptance of AP tests and scores is subject to change without notice. AP credit is not granted if the student has already earned credit for the course. Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria.

| **Examination** | **AP Score of 3** | | **AP Score of 4** | | **AP Score of 5** | |
|---|---|---|---|---|---|---|
| | **FSW Course** | **Credits** | **FSW Course** | **Credits** | **FSW Course** | **Credits** |
| Art History | ARH 1000 | 3 | ARH 1050, 1051 | 6 | ARH 1050, 1051 | 6 |
| Biology | BSC 1005/1005L | 4 | BSC 1010/1010L | 4 | BSC 1010/1010L and BSC 1011/1011L | 8 |
| Calculus AB | MAC 2311 | 4 | MAC 2311 | 4 | MAC 2311 | 4 |
| Calculus BC | MAC 2311 | 4 | MAC 2311, 2312 | 8 | MAC 2311, 2312 | 8 |
| Chemistry | CHM 2020/L | 4 | CHM 2045/2045L | 4 | CHM 2045/2045L & CHM 2046/2046L | 8 |
| Chinese Language and Culture | FOR 1001 | 4 | FOR 1001 & FOR 1002 | 8 | FOR 1001 & FOR 1002 | 8 |
| Computer Science A | **CGS 1075** | 3 | **CGS 1075** | 3 | **CGS 1075** | 3 |
| Computer Science AB | **CGS 1076** | 3 | **CGS 1076** | 3 | **CGS 1076** | 3 |
| Economics: Macro | ECO 2013 | 3 | ECO 2013 | 3 | ECO 2013 | 3 |
| Economics: Micro | ECO 2023 | 3 | ECO 2023 | 3 | ECO 2023 | 3 |
| English Language and Composition | ENC 1101 | 3 | ENC 1101, 1102 | 6 | ENC 1101, 1102 | 6 |
| English Literature and Composition | ENC 1101, or 1 course in AML, ENL, or LIT | 3 | ENC 1101 and either ENC 1102 or **LIT 1005** | 6 | ENC 1101 and either ENC 1102 or **LIT 1005** | 6 |
| Environmental Science | **ISC 1051** | 3 | **ISC 1051** | 3 | **ISC 1051** | 3 |
| European History | **EUH 1000** | 3 | **EUH 1000, 1001** | 6 | **EUH 1000, 1001** | 6 |
| Foreign Languages (Modern languages) French | FRE 2220<br>SPN 2220 | 4 | FRE 2220, 2221<br>SPN 2220, 2221 | 8 | FRE 2220, 2221<br>SPN 2220, 2221 | 8 |

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|---|---|---|---|---|---|---|
| Spanish<br>German | GER 2220 | | GER 2220, 2221 | | GER 2220, 2221 | |
| French Literature | FOR 2001 | 3 | FOR 2001, 2002 | 6 | FOR 2001, 2002 | 6 |
| Government and Politics: Comparative | CPO 2001 | 3 | CPO 2001 | 3 | CPO 2001 | 3 |
| Government and Politics: United States | POS 2041 | 3 | POS 2041 | 3 | POS 2041 | 3 |
| Human Geography | **GEO 2400** | 3 | **GEO 2400** | 3 | **GEO 2400** | 3 |
| Italian Language & Culture | FOR 2001 | 4 | FOR 2001 & FOR 2001 | 8 | FOR 2001 & FOR 2002 | 8 |
| Japanese | FOR 2001 | 4 | FOR 2001 & FOR 2002 | 8 | FOR 2001 & FOR 2002 | 8 |
| Latin Literature | **LNW 1700** | 3 | **LNW 1700** | 3 | **LNW 1700** | 3 |
| Latin: Vergil | **LNW 1321** | 3 | **LNW 1321** | 3 | **LNW 1321** | 3 |
| Music Theory | MUT 1001 (Composite 3 or higher) MUT 1111, MUT 1241 (Aural & Non-aural composite 3 or higher) | 3<br>6 | MUT 1001 (Composite 3 or higher) MUT 1111, MUT 1241 (Aural & Non-aural composite 3 or higher | 3<br>6 | MUT 1001 (Composite 3 or higher) MUT 1111, MUT 1241 (Aural & Non-aural composite 3 or higher | 3<br>6 |
| Physics 1 | PHY 2053/2053L | 4 | PHY 2053/2053L | 4 | PHY 2053/2053L | |
| Physics 2 | PHY 2054/2054L | 4 | PHY 2054/2054L | 4 | PHY 2054/2054L | |
| Physics B | PHY 2053/2053C | 4 | PHY 2053/L & PHY2054/L | 8 | PHY 2053/L & PHY2054/L | 8 |
| Physics C: Electricity/Magnetism | PHY 2054/2054L | 4 | PHY 2049/2049L | 4 | PHY 2049/2049L | 4 |
| Physics C: Mechanics | PHY 2053/2053L | 4 | PHY 2048/2048L | 4 | PHY 2048/2048L | 4 |
| Psychology | PSY 2012 | 3 | PSY 2012 | 3 | PSY 2012 | 3 |
| Spanish Literature | FOR 2001 | | FOR 2001 & FOR 2002 | 6 | FOR 2001 & FOR 2002 | 6 |
| Statistics | STA 2023 | 3 | STA 2023 | 3 | STA 2023 | 3 |

| | | | | | | |
|---|---|---|---|---|---|---|
| Studio Art: Drawing Portfolio * | ART 1300C | 3 | ART 1300C | 3 | ART 1300C | 3 |
| Studio Art: 2-D Design Portfolio * | ART 1201C | 3 | ART 1201C | 3 | ART 1201C | 3 |
| Studio Art: 3-D Design Portfolio * | ART 1203C | 3 | ART 1203C | 3 | ART 1203C | 3 |
| United States History | AMH 2010 | 3 | AMH 2010, 2020 | 6 | AMH 2010, 2020 | 6 |
| World History | WOH 1023 | 3 | WOH 1023 | 3 | WOH 1023 | 3 |
| | **FSW Course** | **Credits** | **FSW Course** | **Credits** | **FSW Course** | **Credits** |

## College-Level Examination Program (CLEP)

Florida SouthWestern State College participates in the College Level Examination Program (CLEP) offered by the Educational Testing Service (ETS) to provide greater flexibility and opportunity for students to proceed with their education. Students must submit to the Office of the Registrar an official transcript from the Educational Testing Service for scores to be considered. Florida SouthWestern State College awards college credit for qualifying CLEP examination scores based on standards recommended by the Florida Department of Education and the Articulation Coordinating Committee.

Acceptance of CLEP tests and scores is subject to change without notice. CLEP credit is not granted if the student has already earned credit for the course. Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria. In some instances, courses that are currently inactive at Florida SouthWestern State College must be used; those inactive courses will be designated with an asterisk (*). For additional information, contact the Testing Services area on your local campus.

| **CLEP Examination** | **Score** | **Credit Award** |
|---|---|---|
| BUSINESS | | |
| Information Systems and Computer Applications | 50 | **CGS 1077 (3)** |
| Introductory to Business Law | 50 | BUL 2241 (3) |
| Financial Accounting | 50 | ACG 1001 (3) |
| Principles of Management | 50 | MAN 2021 (3) |
| Principles of Marketing | 50 | MAR 2011 (3) |
| | | |
| COMPOSITION AND LITERATURE | | |

| | | |
|---|---|---|
| American Literature | 50 | **AML 1000 (3)** |
| College Composition | 50 | ENC 1101 (3), 1102 (3) |
| College Composition Modular (essay must be passed) | 50 | ENC 1101 (3), 1102 |
| English Literature | 50 | **ENL 1000 (3)** |
| | | |
| FOREIGN LANGUAGES | | |
| French Language Level 1 | 50 | FRE 1120 (4) |
| French Language Level 2 | 59 | FRE 1120 (4), 1121 (4) |
| German Language Level 1 | 50 | GER 1120 (4) |
| German Language Level 2 | 60 | GER 1120 (4), 1121 (4) |
| Spanish Language Level 1 | 50 | SPN 1120 (4) |
| Spanish Language Level 2 | 63 | SPN 1120 (4), 1121 (4) |
| | | |

| | | |
|---|---|---|
| HISTORY AND SOCIAL SCIENCES | | |
| American Government | 50 | POS 2041 (3) |
| History of the United States I | 50 | AMH 2010 (3) |
| History of the United States II | 50 | AMH 2020 (3) |
| Human Growth and Development | 50 | DEP 2004 (3) |
| Humanities | 50 | HUM 2235 (3) |
| Introduction to Educational Psychology | 50 | **EDP 2002 (3)** |
| Introduction to Psychology | 50 | PSY 2012 (3) |
| Introduction to Sociology | 50 | SYG 1000 (3) |
| Principles of Macroeconomics | 50 | ECO 2013 (3) |

| | | |
|---|---|---|
| Principles of Microeconomics | 50 | ECO 2023 (3) |
| Western Civilization I | 50 | EUH 1000 * (3) |
| Western Civilization II | 50 | EUH 1001 *(3) |
| | | |
| SCIENCE AND MATHEMATICS | | |
| Biology | 50 | BSC 1005 (3) no lab credit |
| Calculus | 50 | MAC 2233 (4) |
| Chemistry | 50 | CHM 2025 (3) |
| College Algebra | 50 | MAC 1105 (3) |
| College Mathematics | 50 | MGF 1106 (3) or MGF 1107 (3) |
| Precalculus | 50 | MAC 1140 (3) |
| Trigonometry | 50 | MAC 1114 (3) |

# International Baccalaureate (IB) Program

Florida SouthWestern State College accepts the International Baccalaureate (IB) offered by the International Baccalaureate Organization to provide greater flexibility and opportunity for high school students to proceed with their education. Students must submit to the Office of the Registrar an official transcript from the International Baccalaureate Organization for scores to be considered. Florida SouthWestern State College awards college credit for IB examination scores based on standards recommended by the Florida Department of Education and the Articulation Coordinating Committee. Acceptance of IB tests and scores is subject to change without notice. IB credit is not granted if the student has already earned credit for the course.

Students who receive the IB Diploma are granted college credit for scores of four or higher on both higher level and standard level examinations as listed below.

Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria.

| **IB Examination** | **Score of 4 Course** | **Score of 5 - 7 Course** |
|---|---|---|
| Biology | BSC 1005/1005L | BSC 1005/1005L, 1010/1010L |
| Business and Management | GEB 1011 | GEB 1011, MAN 2021 |
| Chemistry | **CHM 2020/2020L** | **CHM 2020/2020L**, 2045/2045L |

| | | |
|---|---|---|
| Computer Science | **CGS 1078** | **CGS 1078**, CGS 1100 |
| Design Technology | ETD 1320 | ETD 1320, ETD 1102 |
| Economics | **ECO 2000** | ECO 2013, 2023 |
| Ecosystems & Societies | **EVR 1017** | **EVR 1017**, Science Elective |
| English A1 | ENC 1101 | ENC 1101, 1102 |
| Environmental Studies | **ISC 1050** | **ISC 1050** |
| Film Studies | **FIL 1001** | **FIL 1001, 1002** |
| French | FRE 1121 | FRE 1121, 2220 |
| Geography | **GEA 2000** | **GEO 2200, 2400** |
| German | GER 1121 | GER 1121, 2220 |
| History | WOH 1030 | WOH 1030, History Elect. |
| Italian | FOR 1001 | FOR 1001, 1002 |
| Latin | FOR 1001 | FOR 1001, 1002 |
| Marine Science | OCB 1000C or OCB 2010/2010L | OCB 1000C and OCB 2010/2010L |
| Math Methods | MAC 1105 | MAC 1105, 1140 |
| Math Studies | MAT 1033 | MAT 1033, MGF 1106 |
| Mathematics | MAC 1147 | MAC 1147, 2233 |
| Music | **MUL 1010** | **MUL 1010**, MUT 1001 |
| Philosophy | PHI 2010 | PHI 2010, PHI Elective |
| Physics | **PHY 1020/1020L** | **PHY 1020/1020L**, 2053/2053L |
| Psychology | PSY 2012 | PSY 2012, PSY Elective |
| Social Anthropology | ANT 1410 | ANT 1410, 1511 |
| Spanish | SPN 1121 | SPN 1121, 2220 |

| | | |
|---|---|---|
| Theater Arts | THE 1020 | THE 1020, THE Elective |
| Visual Arts | **ART 1012** | **ART 1012** and ART Elective (2) |

# Cambridge Advanced International Certificate of Education (AICE)

The AICE program is an international, advanced secondary curriculum and assessment program equivalent to the British system of "A-Levels." Florida SouthWestern State College follows the recommendations of the Articulation Coordinating Committee. Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria. Grades are not based on the American "A" - "F" grading scale.

| **Exam** | **Level** | **Passing Score of "A", "B", "C", "D", "E"** |
|---|---|---|
| Accounting | AS | ACG 1001 (minimum 3 credits) |
| Accounting | A | ACG 1001 and ACG elective (minimum 6 credits) |
| Art and Design | AS | Elective (minimum 3 credits) |
| Art and Design | A | Elective (minimum 6 credits) |
| Biology | AS | BSC 1005/1005L (minimum 4 credits) |
| Biology | A | BSC 1010/1010L (minimum 7 credits) |
| Business Studies | AS | GEB 1011 (minimum 3 credits) |
| Business Studies | A | GEB 1011 and GEB elective (minimum 6 credits) |
| Chemistry | AS | CHM 2025/1025L (minimum 4 credits) |
| Chemistry | A | CHM 2025/2025L and CHM 2045/2045L (minimum 8 credits) |
| Classical Studies | AS | **CLA 1010** (minimum 3 credits) |
| Computing | AS | **CGS 1073** (minimum 3 credits) |
| Computing | A | **CGS 1073** and **CGS 1074** (minimum 6 credits) |
| Design and Technology | AS | **ETI X482C** (minimum 3 credits) |
| Design and Technology | A | **ETI X482C** and Engineering Tech elective (minimum 6 credits) |
| Economics | AS | **ECO 1000** (minimum 3 credits) |
| Economics | A | ECO 2013 and ECO 2023 |

| | | |
|---|---|---|
| English - English Language or Language & Literature | AS | ENC 1101 (minimum 3 credits) |
| English | A | ENC 1102 and ENC 1102 or LIT 1001 (minimum 6 credits) |
| English - Literature in English | AS | ENC 1101 or ENC 1102 (minimum 3 credits) |
| English - Literature in English | A | ENC 1101 and ENC 1102 or LIT 1001 (minimum 6 credits) |
| Environmental Management | AS | EVR 1001 (minimum 3 credits) |
| French Language | AS | FRE 2220 (minimum 3 credits) |
| French Literature | AS | Foreign Language elective (minimum 3 credits) |
| French | A | FRE 2220, FRE 2221 |
| Further Mathematics | A | MAC 2311 and MAC 2312 or STA 2023 (minimum 6 credits) |
| General Paper | AS | **IDS 2110** (minimum 3 credits) |
| Geography | AS | **GEA 2000** (minimum 3 credits) |
| Geography | A | **GEA 2200** and **GEA 2400** (minimum 6 credits) |
| German Language | AS | Intermediate foreign language (minimum 4 credits) |
| German Language | A | Intermediate foreign language (minimum 8 credits) |
| History - The History of the USA, c 1840-1968 | | **AMH 2042** (minimum 3 credits) |
| History - Modern European History, 1789-1939 | | **EUH 1002** (minimum 3 credits) |
| History - International History, 1945-1991 | | **HIS 2206** (minimum 3 credits) |
| Latin | AS | FOR 2001 (minimum 3 credits) |
| Marine Science | AS | **OCE 1001** (minimum 3 credits) |
| Marine Science | A | **OCE 1001** and **OCB 1000** (minimum 6 credits) |
| Mathematics | AS | MAC 1147 (minimum 4 credits) |
| Mathematics | A | MAC 2311 and math elective (minimum 6 credits) |
| Music | AS | **MUH 1001** (minimum 3 credits) |

| | | |
|---|---|---|
| Music | A | **MUH 1001** and **MUH 1011** (minimum 6 credits) |
| Physics | AS | **PHY 1020/1020L** (minimum 3 credits) |
| Physics | A | PHY 2053/2053l and PHY 2054/2054L (minimum 8 credits ) |
| Psychology | AS | PSY 2012 (minimum 3 credits) |
| Psychology | A | PSY 2012 and Psych elective (minimum 6 credits) |
| Sociology | AS | SYG 1000 (minimum 3 credits) |
| Sociology | A | SYG 1000 (minimum 3 credits) |
| Spanish Language | AS | SPN 2220 (minimum 3 credits) |
| Spanish Language | A | SPN 2220, SPN 2221 (minimum 6 credits) |
| Spanish Literature | AS | FOR 2001 (minimum 3 credits) |
| Thinking Skills | AS | PHI 2103 or **PHI 1401** (minimum 3 credits) |
| Thinking Skills | A | PHI 2103 or **PHI 1401** and PHI elective (minimum 6 credits) |
| Travel and Tourism | AS | HFT 1000 (minimum 3 credits) |
| Travel and Tourism | A | HFT 1000 and HFT elective (minimum 6 credits) |

## Career Pathways and Articulation

Lee, Charlotte, Collier, Hendry, and Glades District Schools and Florida SouthWestern State College are partners in the Career Pathways philosophy which offers students the opportunity to focus on technical high school electives that will help train them for high-skill, high-wage occupations. While in high school preparing for careers and post-secondary education, students can begin to earn Florida SouthWestern State College credits. FSW provides the opportunity for technical program students to earn college credits that may be applied toward an Associate in Science degree.

## Excelsior College (EC)

Florida SouthWestern State College follows the guidelines in Florida State Board Rule 6A-10.024 for awarding EC credits. More detailed information about Excelsior College Examinations, including detailed test descriptions, can be found on-line at www.excelsior.edu. EC credit granted by FSW may be transferable to participating Florida institutions of higher education. It is the responsibility of the student to contact the institution to which he/she expects to transfer to determine the acceptability of this credit. Courses in bold are non-institutional course numbers that are state-mandated for use in awarding credit to those students meeting the criteria.

| **Examination** | **Passing Score** | **FSW Course (3 credits per exam)** |
|---|---|---|

| | | |
|---|---|---|
| Abnormal Psychology | C | **CLP 1940** |
| Earth Science | C | **GLY 1000** |
| English Composition | C | ENC 1101 or ENC1102 |
| Ethics: Theory and Practice | C | **PHI 2630** |
| Foundations of Gerontology | C | **GEY 1000** |
| Human Resources Management | C | **MAN 2300** |
| Introduction to Music | C | MUH 1011 |
| Labor Relations | C | **MAN 2400** |
| Life Span Developmental Psychology | C | DEP 2004 |
| Managerial Accounting | C | ACG 2071 |
| Microbiology | C | MCB 2000 (lecture only) |
| Principles of Marketing | C | MAR 2011 |
| Psychology of Adulthood and Aging | C | **PSY 1402** |
| Workplace Communication with Computers | C | **OST 1335** |
| World Conflicts since 1900 | C | **WOH 1040** |

UEXCEL Credit-by Examination program is developed jointly by Excelsior College and Pearson. Florida SouthWestern State College follows the recommendations of the Articulation Coordinating Committee.

| **Exam** | **Passing Score** | **FSW course (3 credits per exam unless otherwise noted)** |
|---|---|---|
| Calculus | C | MAC 2311 (4 credits) |
| College Writing | C | ENC 1101 |
| Spanish Language | C | SPN 1120 (4 credits) |

## Honors Scholar Program

Florida SouthWestern State College offers qualified students with high ability and motivation an enriched, challenging program of study through the Honors Scholar Program (HSP). Participation in this superior educational experience provides for intellectual and social development, builds character, and promotes enthusiasm for lifelong learning. Honors courses are not intended to be appreciably more work than traditional classes, but instead offer innovative approaches to learning that focus on

the individual student. Honors classes may, depending on the course, involve problem solving, student projects, or a student seminar approach to learning. Synergy results when the best and brightest are assembled together to inspire each other to think in unique, novel ways. Faculty are selected for their expertise and interest in helping students.

## Benefits of the Program

Active discussions
Small class sizes
Independent and critical thinking
Field trips
Independent research or creative project option

Florida SouthWestern State College Honors Scholars are desirable recruits to other institutions of higher learning and often receive special attention for scholarships and awards. Completion of the Honors Scholar Program is recorded on the students' transcripts.

## Requirements for Admission

Students must be AA or AS degree seeking and are required to write an essay and complete an application. The applicant must meet the following criteria to qualify for the program.

1. *Graduating High School Students*
- Admission into FSW as a degree-seeking student
- Minimum GPA of 3.5 (unweighted)
- Meet one of the following test scores:
    - SAT combined verbal and math score of 1170
    - ACT average score of 24 (English, Reading, and Math)
    - PERT: Reading: 113, Math: 123, Writing: 123
- One letter of recommendation from High School faculty, Counselor, or Administrator
- Approval by Honors Scholar Program Coordinator

2. *Dual-enrolled High School Students*
- Minimum GPA of 3.0 on 6 hours of college coursework
- One letter of recommendation from College Faculty and one letter from High School faculty, Counselor, or Administrator
- Participation in extracurricular activities
- Approval by the Honors Scholar Program Coordinator

3. *Current FSW Students*
- GPA of 3.2 on 12 hours of College coursework exclusive of College Prep courses
- Two faculty recommendations
- Approval by the Honors Scholar Program Coordinator

4. *Transfer Students*
- GPA of 3.2 on 12 hours of College coursework exclusive of College prep courses
- Two faculty recommendations
- Approval by Honors Scholar Program Coordinator

5. *Affliate Members*

Students who do not meet the requirements for Full Membership but who are still academically talented in specific discipline(s) may still be able to take specific Honors classes as an Honors Affiliate. This student is a major or related major in the discipline, shows exceptional talent in the discipline, and would benefit from the greater engagement with subject matter offered by the Honors Scholar Program.

- Student has a minimum of 2.5 GPA on College degree coursework

- Student has a minimum 3.0 GPA on discipline-related coursework
- Approval by the Honors Scholar Program Coordinator
- Approval by the Honors Course Instructor
- Affiliate members must earn an A or B+ in their Honors class(es) to eligible to enroll in future Honors classes.
- N.B. Affiliate members are not awarded Honors Program Scholarships

## Program Requirements

A minimum of 12 credit hours of Honors classes (earning at least a grade of "B" in each course) will complete the academic requirements to graduate from the Honors Scholar Program. These classes must be chosen from at least two of three academic areas: basic sciences/math, social sciences, or humanities/communications. One of these classes can be the Honors Scholar Thesis Project (3 credits).

To graduate with High Honors students must earn 60 Honors Participation points in addition to completing 12 hours of Honors courses with a 3.0 in each course. See the Portfolio Checklist for details.

## Required Portfolio Documentation Points

- Academic Lecture/ 350 word summary and reflection. 5pts.
- Academic Film Screening/ 350 word summary and reflection. 5pts.
- Cultural Event/ 350 word summary and reflection. 5pts.
- Research/ Creative Project Copy of the project plus record of presentation on campus or at Conference. 20pts.
- Participation in an Art Exhibition, Music or Theater performance (points determined by level of involvement and responsibility.)
- Honors Thesis/ Copy of Thesis plus record presentation. 50pts.
- Scholarship Applications/ Copy of completed essay. (Number of points dependent upon the scholarship. Cannot repeat the same essay.) 10-20pts.
- Awards and Publications/ Copy of publication or Award. 10pts.
- Academic Team (each season)/ Letter from coach. 20pts.
- Internship Letter from Supervisor. 40pts.
- Conference Attendance and Participation/ 500-word write up and reflection. (Points depend upon level of participation.)
- Phi Theta Kappa Induction/ Verification of PTK membership. 15pts.
- Study Abroad/ Study Away/ International Exchange/ 500-word write up and reflection. 50pts.
- Tutoring (each one hour session)/ Volunteer Activity form or letter from student attesting to impact on learning/grades. 5pts.
- Volunteer Activity or Service (points determined by the number of hours and regularity)/ Volunteer Activity Form. 5-50pts.
- Student Ambassador (Points determined by level of involvement and responsibility)/ Letter of recommendation from advisor or supervisor. 20-40pts.

*Extracurricular Required Documentation Points*

- Intramural Athletics Letter from coach. 10pts.
- Club Membership (each semester)/ Brief letter from Club president or advisor. 10pts.
- Student Leadership or Officer (each semester)/ Letter from advisor or supervisor; Points determined by qualtiy of leadership and dedication. 20-40pts.

## Honors Scholarships

Florida SouthWestern State College is eager to assist the highly motivated and achieving students who participate in the Honors Scholar Program. Based on availability, up to $1,000 performance-based scholarships are awarded in the Fall to full-time students who will graduate from the program. These scholarships are renewable each semester if certain criteria are met.

Academic Excellence Scholarships are also available for incoming freshmen through the Admissions Office. More information regarding these scholarships can be obtained by contacting the Admissions office directly.

## How to Apply

The Honors Scholar Program (HSP) Coordinator should receive completed applications prior to the term in which the student wishes to begin participation in the program. For further information or an application form, see http://www.fsw.edu/honors or email Wendy.Chase.@fsw.edu.

## Honors Scholar Thesis Project

Honors Scholar Thesis Project courses are designed to allow a student to pursue topics within a specific discipline or program under the guidance of a qualified professor. The experience provides an opportunity for the student to explore in depth an area of particular interest. An Honors Scholar Thesis Project course may not duplicate any existing course in the Catalog. The course is designed by a professor to fit the needs of an individual student.

The course syllabus must be designed by the Professor, with input as to areas of interest from the student. It must represent college-level work and be sufficiently complex and demanding to warrant the credits awarded.

To begin the Honors Scholar Thesis Project registration process, students must complete the Undergraduate Research Application. This Application is available online at the Honors Scholar Program website at http://www.fsw.edu/assets/pdf/honors/Honors-Research-Project-Application.pdf. Once this form is properly documented, submitted, and approved by the Honors Scholar Program Coordinator, the student may register for the course.

The regular college grading system applies to Honors Scholar Thesis Project students. Honors Scholar Thesis Project classes may not be taken to satisfy general education requirements.

# Student Rights and Responsibilities

Florida SouthWestern State College students are both citizens and members of the academic community. Upon registration, all students are entitled to the following freedoms and/or rights provided that their exercise does not disrupt the orderly operation of the College:

Right to freedom of expression
Right to peaceful assembly
Right to a fair and impartial hearing
Right to appeal any administrative decision that adversely affects them
Right to participate in Student Government

It is expected that the exercise of any of the aforementioned rights must be in compliance with Florida law as well as the policies and procedures established by the College and its Board of Trustees.

It is the responsibility of each student to become familiar with and to abide by the College policies and regulations published in its policy statements, current College Catalog and Student Handbook, official manuals, and other publications. Failure to comply with these rules may result in the initiation of disciplinary action. Florida SouthWestern State College reserves the right to sanction a student for activities that take place off campus when those activities adversely affect the college community. Disciplinary action by the College may proceed while criminal proceedings are pending and will not be subjected to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced.

## Student Code of Conduct

1. Statement of Philosophy
   Florida SouthWestern State College is committed to maintaining a civil environment that fosters learning and personal development. All members of the Florida SouthWestern State College community are responsible for their own behavior and are expected to be familiar with the rules and regulations of the College pertaining to academic affairs, social conduct, and student activities. Students are expected to uphold appropriate standards of behavior and to respect the rights of others.

   Each student, by registering, pledges to accept and obey the rules and regulations of the College. Students are responsible for the observance of all policies and procedures as published in the College Catalog, the Student Handbook, Board of Trustees Policies, and other College documents. Students who fail to observe College regulations or to maintain acceptable standards of personal conduct are subject to disciplinary action.

   The following Student Code of Conduct contains regulations considered necessary to preserve and maintain an environment conducive to learning, to foster and enhance the academic mission of the College, to ensure the safety and welfare of all members of the College Community, to encourage students in the development and practice of good citizenship and self-discipline, and to protect the property and equipment of the College.

   The sanctions outlined through the disciplinary process are imposed to educate students about the seriousness of their actions, to provide a civil atmosphere that allows for positive personal growth, and to maintain campus safety and security.
2. Definitions - *This section of the Student Code of Conduct outlines the definitions of words commonly used in the Code.*
    1. Administrative Hearing: A Student Conduct Hearing conducted by a Hearing Officer.
    2. Advisor: Any person chosen by the student or the alleged victim at their own expense and initiative to assist him/her throughout the student conduct process. The advisor may be present, but may not speak for or present the case for the student, or otherwise participate directly in the proceeding. If the advisor does not adhere to his/her defined role, he/she may be removed from the hearing.
    3. Business Days: Defined as Monday through Friday and excludes dates for which the College is closed according to the Official Academic Calendar.

4. Chair: One of the faculty/staff members that is selected from the Student Conduct Board panel to chair the Student Conduct Board Hearing.
5. Charged Student: Any student who has been charged with an alleged violation of the Student Code of Conduct or Student Housing guidelines.
6. Chief Student Affairs Officer: The Chief Student Affairs Officer on a campus or center and may include (but is not limited to) Student Housing Administrators, Associate Dean of Student Affairs, Dean of Students, Dean of Student Affairs, Vice President of Student Affairs, Coordinator of Student Affairs, and Assistant Director of Student Services.
7. College Community: Refers to the Board of Trustees, students, faculty, staff and all visitors, contractors and guests to the College or any of its campuses, facilities or events.
8. College Official: Any person employed by the College to perform assigned teaching, administrative, professional or other responsibilities.
9. Correspondence:
    1. Written or electronic communication from the College sent to the student's physical address on file with the Registrar or to the student's College email address, and
    2. Written or electronic communication sent from the student.
10. Hearing: Refers to the Student Conduct Board Hearing, Student Housing Conduct Board Hearing or the Administrative Hearing, as applicable.
11. Hearing Officer: A person authorized by the College to determine whether a student has violated the Student Code of Conduct. Such person may recommend sanctions that may be imposed when a violation has been committed.
12. Information Session: The conference at which the Charged Student is afforded the opportunity to review all materials that will be used in his or her Hearing.
13. Investigation Conference: A conference meeting which includes the opportunity for the Chief Student Affairs Officer to interview and gather information with the student and an explanation of the process, the student's rights and a review of the incident.
14. On Campus: All land, building, facilities and other property in the possession of or owned, used or controlled by the College, including adjacent streets, sidewalks and parking lots.
15. Student: Any person registered for a course at Florida SouthWestern State College on any of its campuses, sites or online or someone who is present on campus for the purpose of being enrolled at the College.
16. Student Conduct Board: Any person or persons authorized by the College to determine whether a student has violated the Student Code of Conduct. Such person or persons may recommend sanctions that may be imposed when a violation has been committed.
17. Student Conduct Board Hearing: A formal Student Conduct Hearing conducted by the Student Conduct Board or Student Housing Conduct Board.
18. Student Conduct Conference: The individual meeting with the student and the Chief Student Affairs Officer after a Notice of Charges has been delivered. This meeting consists primarily of a discussion between the student and the Chief Student Affairs Officer and affords the student the opportunity to choose "Responsible" or "Not Responsible" to the charges listed on the Notice of Charges, and determines the next course of action in the student conduct process.
19. Witness: An individual who was present at the time of the incident in question, has information about the incident in question, or who was called upon to voluntarily present testimony at a Hearing. No character witnesses are permitted.

3. Jurisdiction- *Jurisdiction describes where and when the Student Code of Conduct applies.*

    Generally, Florida SouthWestern State College's jurisdiction over student conduct issues is limited to conduct that occurs on College premises or that adversely affects the College Community. However, when off-campus activities have a negative impact on the College Community, hinder the College in its pursuit of learning objectives, reflect poorly on the College, or are potentially harmful to other members of the College Community, Florida SouthWestern State College will exercise its right to sanction involved students. College related off-campus conduct issues will be handled on a case-by-case basis.

    Student Code of Conduct proceedings may be instituted based upon a student's alleged conduct that, if committed, would violate criminal law or the Student Code of Conduct without regard to the pendency of civil or criminal

litigation. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings.

Student Code of Conduct proceedings may also be instituted based upon a student's alleged conduct that, if committed, would violate other College policies, including, but not limited to Board of Trustees policies, Residence Hall contracts, and Computer Use policies.

*Please refer to* Florida State Statutes Sections 1006.61 and 1006.6 *for more information.*

4. Conduct Violations - The aiding, abetting, inciting of, attempting to commit or committing of any act or behavior by a student which tends to interfere with or otherwise disrupts the orderly conduct, process, function, and/or interests of the College is prohibited and subjects a student to sanctions under the Student Code of Conduct. Such acts and behaviors include but are not limited to the following:
    1. **Alcohol and Illegal Drugs**
        1. Possession or use of alcoholic beverages on campus or at a College-approved function.
        2. Possession or use of illegal drugs on campus or at a College-approved function.
        3. Purchase, distribution, delivery or sale of illegal drugs.
        4. Possession or use of drug paraphernalia.
        5. Driving while under the influence of alcohol or any illegal substances.
        6. The misuse of a prescription drug.
        7. Intoxicated behavior.
        8. The unprescribed use, inhalation or ingestion of a substance that will alter a student's mental state.

        * Please refer to the Florida Comprehensive Drug Abuse Prevention and Control Act, 41 U.S.C. 70-1 et.seq. and the **Policies Regarding the Manufacture, Possession, Use and/or Sale of Illegal Drugs or Alcoholic Beverages and the Enforcement of State Underage Drinking Laws in the College Catalog for more information.** Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion or termination, and/or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.
    2. **Campus Disturbances and Demonstrations, Parades, or Picketing**
        1. Unlawful interference with academic freedom or the freedom of speech of any member of the College Community and intentional interference with the educational function of the College.
    3. **Commercial Solicitation and Fundraising on Campus**
        1. Solicitors and tradesmen, including students, faculty and other College personnel, are prohibited from entering the grounds or buildings of Florida SouthWestern State College for the purpose of transacting business with students, faculty, or other College personnel, unless they have been issued a permit for this purpose or the information has been signed by the appropriate College Official. All groups who want to reserve space, sell or solicit must submit the appropriate paperwork to the appropriate departments on the Charlotte, Collier, Lee Campuses and Hendry/Glades Center.
        2. The posting or distribution of advertising material shall be limited to a designated bulletin board on each campus of the College under the same permit system and must be approved by a member of the Student Services staff or a designated representative.
    4. **Computers**
        1. Unauthorized access or entry into a computer, computer system, network, software or data.
        2. Unauthorized alteration of computer equipment, software, network or data.
        3. Unauthorized downloading, copying or distribution of computer software or data.
        4. Any other act that violates the Responsibilities for Use of Campus Computer and Network Resources policy, which is hereby adopted by reference.
    5. **Disruptive Conduct**
        1. Obstructing or disrupting any College activity including teaching, research, administrative functions, social activities and public service functions.
        2. Engaging in any obscene, profane, reckless, destructive or unlawful course of conduct.
        3. Failure to obey a College Official who is performing his/her duties.

4. Failure to comply with a lawful order of a College Official or any non-College law enforcement official.
5. Providing false information to a College Official or to a non-College law enforcement official, including disciplinary hearing bodies. This also includes falsifying the Admission Application or other documents submitted to the College.
6. Acts that impair, interfere with, or obstruct the orderly conduct processes and functions of the College or the rights of other members of the College Community. This includes acts that occur both inside and outside of the classroom and may involve the use of electronic or cellular equipment.
7. Any act which deliberately impedes or interferes with the normal flow of pedestrian or vehicular traffic.
8. Only currently enrolled students are authorized to be in classrooms, except for situations involving a properly documented disability. Children, spouses, or other relatives are not permitted, except with permission of a Dean, Campus President, or the Chief Student Affairs Officer. Complaints regarding classroom disruption should be reported to these offices.
9. Acts that disrupt the College disciplinary process, including attempting to coerce or influence a person regarding their participation in any disciplinary proceeding.

6. **Endangerment**
    1. Physical violence towards another person or group.
    2. Touching or striking a person against his/her will.
    3. An action that endangers the health, safety, or well-being of one's self or another person or group.
    4. Intentional threat by word or act to do violence to a person or persons.
    5. A false report of an explosive or incendiary device, which constitutes a threat or bomb scare.
    6. Retaliation against a complainant or other person alleging misconduct.
    7. Interference with the freedom of another person to move about in a lawful manner.
7. **Fire and Safety**
    1. Inappropriate activation of any emergency warning equipment or the false reporting of any emergency.
    2. Illegal possession, removal of, damage to or tampering with fire safety or other emergency warning equipment.
    3. Failure to evacuate a College building or facility when a fire alarm is sounded.
    4. Arson: intentionally or recklessly causing a fire that may result in damage to College property or harm to an individual.
8. **Gambling**
    1. Engages in or offers games of chance for money or other gain in violation of the laws of the State of Florida.
9. **Harassment**
    1. Conduct, (not of a sexual nature), that creates an intimidating, hostile, or offensive environment for another person.
    2. Action(s) or statement(s) that threaten harm or intimidate another.
    3. Acts that invade the privacy of another person.
    4. Stalking: to follow or otherwise contact another person repeatedly, so as to put that person in fear for his or her life or personal safety.
    5. Unwelcome verbal or physical abuse which causes the recipient discomfort or humiliation or which interferes with the recipient's academic performance or employment.
    6. Harassment related to an individual's race, color, sex, religion, national origin, ethnicity, age, marital status, veteran's status, genetic information, or physical disability is a violation of this policy.

        * Florida SouthWestern State College maintains a separate set of procedures to address complaints that entail accusations of discrimination, stalking or harassment. These types of complaints are addressed through Florida SouthWestern State College Board Policy 6Hx6:2.03. Students should notify the Equity Officer for assistance in resolving any discrimination or harassment issue. Please see the Discrimination and Harassment Complaint Procedure (COP 05-0107) for more information.

10. **Hazing -** Any group or individual action or activity that inflicts or intends to inflict physical or mental harm or discomfort or which may demean, disgrace or degrade any person, regardless of location, intent or consent of participant. Although hazing is related to a person's initiation or admission into, or affiliation with, any student group or organization, it is not necessary to have direct proof that a person's initiation or continued membership is contingent upon participation in the activity for a charge of hazing to be upheld. The actions of either active, associate, new and/or prospective members of an organization may be considered hazing. Hazing includes, but is not limited to:
    1. Interference with a student's academic performance.
    2. Forced consumption of food, alcohol, drugs, or any other substance.
    3. Forced physical activity, such as calisthenics.
    4. Deprivation of food or sleep.
    5. Kidnapping.
    6. Any activity that would subject the individual to embarrassment or humiliation.

    *Please refer to Florida State Statutes Section 1006.63 for more information.
11. **Identification**
    1. Permits another person to use his or her identification.
    2. Inappropriate use of another person's identification.
    3. Impersonation or misrepresenting the authority to act on behalf of another or the College.
    4. Forgery, alteration or misuse of identification, documents, records, keys or access codes.
    5. Manufacture, distribution, delivery, sale, purchase, possession or use of false identification.
12. **Property**
    1. Damage, misuse or destruction of public or private property.
    2. The unlawful taking, destroying, defacing, damaging, or misuse of College property or property belonging to others.
    3. Possession, sale, or purchase of property or services that are known or reasonably, under the circumstances, should have been known to have been stolen.
    4. Enters or uses the property or facilities of the College or of another person without the proper consent or authorization.
    5. Vandalism or misuse of library material.
    6. No swimming or recreational activities are allowed on campus lakes without the approval of the appropriate campus administrator.
    7. No pets or animals are allowed on campus unless that animal is assisting a person who has a disability.
13. **Sexual Misconduct**
    1. Any sexual act that occurs without the consent of the victim or that occurs when the victim is unable to give consent.
    2. Obscene or indecent behavior, which includes, but is not limited to, exposure of one's sexual organs or the display of sexual behavior that would reasonably be offensive to others.
    3. Conduct of a sexual nature that creates intimidating, hostile, or offensive enviornment for another person. This includes unwanted, unwelcome, or inappropriate sexual or gender-based behaviors, actions or comments.

    *Florida SouthWestern State College maintains a separate set of procedures to address complaints that entail sexual misconduct. Students should notify the Title IX Coordinator for assistance in resolving any sexual misconduct or sexual harassment
    issue.

The College defines sexual misconduct as any unwelcome conduct of a sexual nature, including any conduct or act of a sexual nature perpetrated against an individual without consent. Sexual misconduct can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship. Sexual misconduct can be committed by men or by women, and it can occur between people of the same or different sex. The College encourages reporting of all sexual misconduct.

Sexual misconduct includes but is not limited to:

- Dating Violence
- Domestic Violence
- Non-forcible sex acts, which are unlawful sexual acts where consent is not relevant, such as sexual contact with an individual under the statutory age of consent, as defined by State law, or between persons who are related to each other within degrees wherein marriage is prohibited by law
- Sexual Assault
- Sexual Exploitation
- Sexual Harassment and
- Stalking

14. **Tobacco / Electronic Cigarette**
    1. Use of, or simulation to use, a tobacco product inside buildings or on property owned, operated or leased by the College or at a College approved function whether intended to be lit or not, which also includes the use of electronic cigarettes.
    2. Failure to immediately discard of product after being informed of the tobacco free policy and asked to comply by properly discarding of the tobacco product.
    3. Tobacco use, distribution or sale, including, but not limited to smoking, is prohibited on College-owned, operated or leased property.
    4. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, and all persons on Florida SouthWestern State College property are required to abide by this policy. Organizers of such events are responsible for communicating this policy to attendees and its enforcement.

       * Tobacco is defined as any product made of tobacco including, but not limited to, cigarettes, cigars, cigarillos, hookahs, pipes, and any smokeless tobacco product. The use of any tobacco product, whether intended to be lit or not, which includes smoking as well as the use of electronic cigarette or any other device intended to simulate smoking and the use of smokeless tobacco is prohibited on College-owned, operated or leased property. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, and all persons on Florida SouthWestern State College property are required to abide by this policy. Organizers of such events are responsible for communicating this policy to attendees and its enforcement.

2. **Weapons**
    1. On-campus possession or use of firearms (even with a permit), explosives, knives and other weapons or dangerous articles or substances, including but not limited to, non-lethal weapons such as pellet guns, look-alike weapons, or the use of any item as a weapon.
    2. Off-campus, illegal possession or use of firearms, explosives or other weapons or dangerous articles or substances.
    3. Possession of ammunition or other weapons and/or setting off any explosive device, fireworks or flammable liquid or objects.
    4. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events, and all persons on Florida SouthWestern State College property are required to abide by this policy.

       *Florida State Statutes Section 790.115 makes it unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, or any other weapon of like kind as defined by the Statute at a school-sponsored event or on school property. This section does not apply to any law enforcement officer as defined in Florida State Statutes Section 943.10.

3. **Other Violations**
    1. Violation of Federal or State law or local ordinance on or off campus.
    2. Violation of Board of Trustees policy.
    3. Aids or abets any other violation of Federal law, State law or local ordinance.
    4. Violation of any other College regulation or policy as described in the College Catalog, Student Handbook, College Housing Contract, the Guide to Residence Living, other College housing

publications, Board of Trustees Policies, the official FSW website and Club Manual, all of which are hereby adopted by reference. This includes repeat violations of the Academic Integrity Policy.

2. Sanctions

Florida SouthWestern State College makes every attempt to provide an educational sanction that will help a student to make better choices in the future. The educational sanction applied will become progressively more demanding if the student repeats violations, demonstrating that learning has not taken place. An accumulation of a variety of violations may result in severe sanctions such as suspension, expulsion or negative notation on a transcript. Academic dishonesty and violations affecting the health, safety and wellbeing of the community are deemed the most severe and may result, upon the first violation, in a negative notation being placed on a transcript, suspension, or expulsion.

Student Conduct Sanctioning is intended:

- To make sure the student sanctioned has learned from the experience.
- To educate the student so he or she does not commit the violation again.
- To offer the student the opportunity to make good on a mistake.
- To ensure that College expectations regarding appropriate behavior are clear.
- To educate the student concerning how his or her behavior impacts others in the College Community.
- To protect the College Community from people who may harm others in the College Community or who may substantially interfere with the educational mission of the College or other institutions.

Sanctions include, but are not limited to:

1. Warning: A notice in writing to the student that the student is violating or has violated institutional regulations.
2. Probation: A written reprimand for violation of specified regulations. Probation is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation during the probationary period.
3. Referral to an Outside Program: Referral to a tobacco intervention program, the Student Assistance Program, or mental health counseling.
4. Service Hours: Completion of tasks under the supervision of a College department or outside agency.
5. Educational Activities: Attendance at educational programs, interviews with appropriate officials, planning and implementing educational programs, or other educational activities.
6. Loss of Privileges: Denial of specified privileges for a designated period of time.
7. Restitution: Compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
8. Prohibited Contact: Prohibition of contact with a specified person within the College Community.
9. Removal from Classroom/Course: Removal from the classroom and/or the course, including but not limited to, dismissal from the course or reassignment to another section.
10. Counseling Assessment and Compliance: Referral for assessment (at the student's expense) to a licensed mental health professional or counseling center for general mental health or other counseling issues. Students found responsible for alcohol, drug or behavioral violations may be referred to an on campus licensed mental health counselor or to an outside agency or counselor based on the seriousness of the violation. Students must comply with all recommendations established as a result of any assessment resulting from the imposition of this sanction.
11. Suspension: Separation of the student from Florida SouthWestern State for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
12. Dismissal: Separation from the College for an indefinite period of time. Readmission may be possible, based on meeting all readmission criteria and obtaining clearance from the Chief Student Affairs Officer or designee.
13. Expulsion: Permanent separation of the student from Florida SouthWestern State. All recommendations of expulsion must be reviewed and approved by the College President or designee.
14. Transcript Notation: A written notation indicating that disciplinary action was taken. This sanction may be applied in cases in which the student has been permanently separated from the College.

15. Failure to Complete Sanctions: A student who fails to adhere to or complete sanctions will have a disciplinary hold placed on his or her record. This hold will affect the student's ability to register for classes and the student may receive additional charges under the Student Code of Conduct. Disciplinary holds will not be removed until the sanctions are completed.
16. Change in Housing Assignment: Removal or reassignment of the student to another location in College Housing.
17. Exclusion or Removal from College Housing: Exclusion or removal may be permanent or for a specified period of time. If the student is excluded or removed from Housing, the Housing Agreement will be cancelled. The Terms and Conditions of the Housing Agreement regarding cancellation fees and proration of rental fees will apply.
18. Other: An action for follow up to ensure compliance and success for the student, and the welfare of the community. Or another action determined by the student and the Chief Student Affairs Officer.

3. Emergency Action

The Chief Student Affairs Officer is authorized to determine if an alleged violation of the Student Code of Conduct warrants emergency action. Emergency actions may be implemented any time prior to the conclusion of the conduct process, including the appeal process.

The criteria used in making this determination are: a) whether the student poses an ongoing threat of harm, disruption of, or interference with the normal operations of the College; and b) whether interim suspension is necessary to protect the health (physical and mental), safety or general welfare of the College Community or to preserve College property.

Emergency action includes, but is not limited to, one or more of the following:

1. Interim Suspension. A student under interim suspension may not attend classes, may not be on or come onto College property, may not live in College housing, may not participate in any College activities or organizations, and may not use College facilities, equipment or resources.
2. If the Chief Student Affairs Officer determines that other interim measures are appropriate to protect the health, safety, or welfare of the student or the College Community, the Chief Student Affairs Officer may:
    1. Restrict or bar attendance of any or all classes.
    2. Restrict or bar access or contact with individuals in the College Community.
    3. Restrict or bar access to College property, places, facilities, or equipment.
    4. Restrict or ban participation in College activities or organizations.
    5. Restrict or ban from College housing.
    6. Otherwise restrict conduct or ban access to College resources.
3. The Chief Student Affairs Officer may immediately place a registration hold on all students who have emergency action taken against them, which prevents the student from accessing, changing or altering his or her course registration and/or admission status.
4. The Chief Student Affairs Officer may also request that a student's access to the portal, email, online course rooms, and other online information access be suspended.
5. Implementation of emergency action, such as interim suspension, requires the student be notified in writing within 48 hours upon the determination that an interim suspension is warranted. The notice shall state the basis for the interim suspension and that the student will have the opportunity to inspect all information that initiated the interim suspension. The written notice will be sent to the student's College email account and to the last physical address provided by the student to the Registrar's Office. The College may also communicate the determination verbally to the student but must also concurrently deliver the written notice as described above. The student has three (3) business days from the date of the notice to make a written request to appeal the interim suspension. The appeal of the interim suspension will be heard by the Vice President of Student Affairs or designee within three (3) business days of receipt of the appeal. The hearing may be delayed due to a semester break or closing of the College. The notification of decision shall be in correspondence via email to the student within three (3) business days of hearing the appeal. The student's appeal of the interim suspension must be based on one of the following:
    1. An egregious error pertaining to the student's involvement.
    2. A contention that the violation, even if proven, does not pose a threat to the health, safety or general welfare of the College Community and thus does not warrant emergency action.

6. If it is determined by the Vice President for Student Affairs or designee that the emergency action was not appropriate, the student's status will be reinstated and the conduct process will commence in accordance with the Student Code of Conduct.
7. If the student does not appeal the emergency action, or if the Vice President of Student Affairs or designee determines the emergency action was appropriate, the conduct process will commence in accordance with the Student Code of Conduct.

2. Provisions for the Charged Student

Procedural fairness is basic to the proper enforcement of all College regulations. Accordingly, no disciplinary action shall be initiated or sanction imposed against a student until the student has been notified in writing of the complaints against him or her, the student has been informed of his or her rights under this Code, and the student has been given the opportunity to be heard.

The following provisions shall be explained to each Charged Student during the Conduct Review Conference or prior to the commencement of any conduct hearing:

1. The Charged Student will receive a fair and impartial hearing in accordance with the requirements of the Code.
2. The Charged Student will be notified in writing of the alleged violations against him or her and the alleged misconduct upon which the charge is based with reasonable access to the case file prior to and during the hearing.
3. The Charged Student may inspect any available information presented in support of the charges and may take notes.
4. The Charged Student may decline to make statements in response to the allegations. Declining to make a statement shall not be construed as an admission of responsibility.
5. The Charged Student may be assisted by an advisor of his or her choice, at his or her own expense. The advisor may be present, but may not speak for or present the case for the student, or otherwise participate directly in the proceeding. It is the student's responsibility to make appropriate arrangements for the advisor to attend the scheduled hearing time.
6. The Charged Student may hear and question adverse witnesses who testify at the hearing, except in cases of sexual misconduct or abuse.
7. The Charged Student may present relevant information and witnesses. The College cannot compel any person to attend a student disciplinary hearing on behalf of the Charged Student. The Charged Student is responsible for arranging his or her own witnesses and presenting information during the proceeding. The Hearing Body shall have the authority to limit the number of witnesses in order to avoid unreasonable delays where the testimony of these witnesses is repetitious or irrelevant.
8. The Charged Student will not to be forced to present testimony which would be self-incriminating. However, the College is not required to postpone student conduct proceedings pending the outcome of any outside criminal or civil case.
9. The Charged Student will be considered not responsible for the alleged conduct until proven responsible by a preponderance of the information. If expulsion is a possibility, the standard of proof must be clear and convincing information. The finding of responsible or not responsible on the charges shall be based solely on the information presented at the hearing.
10. The right to confidentiality, in accordance with the terms of the federal Family Educational Rights and Privacy Act.
11. The Charged Student will be notified in writing of the decision of the Hearing Body within ten (10) business days from the date of the hearing, unless extenuating circumstances that resulted in a delay of the decision are communicated to the student in writing.
12. The Charged Student may appeal the determination of responsibility in accordance with the requirements of the Code.

3. Conduct Procedures-This section of the code describes the procedures for Student Conduct proceedings at Florida SouthWestern State College.
    1. Complaints. Any person or entity may file a complaint against a student for alleged violation of law or College regulations or policies. An investigation may take place of the circumstances of the complaint. The complaint regarding a student's conduct must be submitted as follows:

1. Provide a written and signed statement to the Chief Student Affairs Officer. Written statements should include all information and evidence the person making the complaint can produce. The statement may be completed online through the appropriate webpage in the portal and may be signed electronically.
2. Reports must be made within 6 months of the incident, or knowledge about the incident. The forgoing time limit shall not apply, however, when a College Official in his or her professional discretion determines that the circumstances warrant a waiver of the six (6) month time limit.

2. The Chief Student Affairs Officer will determine if there are reasonable grounds to believe that the allegations of the complaint are true and, if true, would constitute a violation of the Student Code of Conduct.
    1. The Chief Student Affairs Officer may conduct an Investigation Conference with the student. This conference shall include the opportunity for the Chief Student Affairs Officer to interview and gather information from the student and an explanation of the process, the student's rights and a review of the incident with the student. No student shall be required to testify against him or herself.
    2. The Chief Student Affairs Officer may conduct an investigation with others as related to the incident or complaint.
    3. Nothing in this regulation shall prevent the mediation of a complaint when deemed appropriate by the College.
    4. Nothing in this regulation shall prevent the disposition of a complaint administratively by written agreement with mutual consent of the parties involved. Such disposition shall be final and there shall be no subsequent proceedings.
    5. If an alleged violation of the Student Code of Conduct is not handled through other appropriate channels, is not dismissed, or is not settled informally, then the Chief Student Affairs Officer may present in correspondence formal charges to the student.
3. Notice of Charges. The notification of charges shall be in correspondence via email and include: the specific Student Code of Conduct violations, a brief description of alleged offenses, the student's rights, and an invitation to attend a Student Conduct Conference; the date and time of this Student Conduct Conference are also included.
    1. If a hold on registration is not already in effect, as an emergency action, upon issuing the Notice of Charges the Chief Student Affairs Officer may place a hold on registration until final disposition of the complaint.
4. Student Conduct Conference. After the Notice of Charges has been issued, a Student Conduct Conference may be scheduled.
    1. There are no witnesses called and it consists primarily of a discussion between the charged student and the Chief Student Affairs Officer in an effort to resolve the matter.
    2. The Student Conduct Conference is not audio taped or recorded.
    3. At the conclusion of the Student Conduct Conference, the Charged Student may accept or deny responsibility for the Student Code of Conduct violations listed on the Notice of Charges.
    4. If the Charged Student chooses to accept responsibility on forms provided by the College (which forms shall describe the effect of waiving a Hearing), or fails to attend the Student Conduct Conference, thereby accepting responsibility for the charges, the Chief Student Affairs Officer may assess such sanctions as are deemed appropriate. This acceptance of responsibility or failure to appear shall constitute the Charged Student's waiver of a formal Hearing and right of appeal. The student retains the right only to appeal the severity of the sanction imposed.
    5. Any sanctions imposed in cases where the Charged Student accepts responsibility or fails to attend the Student Conduct Conference will be communicated in correspondence via email to the Charged Student within seven (7) business days of the Student Conduct Conference.
5. Formal Disposition by Hearing: When a Charged Student denies responsibility, a Hearing shall be scheduled no less than seven (7) business days after the date of the Student Conduct Conference, except in cases of emergency as specified below, or unless waived by the student.
    1. A formal disposition by Hearing is defined as any Hearing before the Student Conduct Board or a College Hearing Officer.
    2. The student may choose to have his or her Hearing before the Student Conduct Board or a College Hearing Officer. This choice shall be made at the Student Conduct Conference.

3. If the student does not choose an option, the Hearing shall be heard by a Hearing Officer.

6. Notice of Hearing. The notification of Hearing shall be sent officially via email at least five (5) business days from the incident date and include:
    1. The date, time and location of the Student Conduct Board or Hearing Officer Hearing.
    2. Notification of his or her rights and the Hearing procedures.
    3. A reasonable date, time and location for an Information Session, during which the student and his or her advisor may review a potential witness list and all materials to be used by the College in his/her case, which shall be no less than three (3) business days prior to the Hearing.
    4. The College shall also have the right to review all of the student's materials and list of witnesses to be used in the case.
    5. In cases where the Hearing is heard by a Hearing Officer, the Charged Student shall have the opportunity to challenge the impartiality of the Hearing Officer within three (3) business days of notification. The student shall state in correspondence the basis for such challenge. A Hearing Officer so challenged may be replaced by the Chief Student Affairs Officer for good cause shown. In the event that a student has opted not to challenge the impartiality of a Hearing Officer prior to the allotted three (3) business days, the assigned Hearing Officer shall remain as scheduled.
7. Postponement of Hearing. The student may request postponement of a Student Conduct Board Hearing or Hearing Officer Hearing in correspondence to the Chief Student Affairs Officer. The Chief Student Affairs Officer may grant a postponement when the circumstances presented demonstrate that a postponement is necessary to ensure fairness to the process or on any other reasonable grounds. The Chief Student Affairs Officer may postpone the Hearing on the College's behalf for administrative reasons. All requests for postponement must be requested at least 24 hours prior to the scheduled Student Conduct Board Hearing.
8. Structure of the Student Conduct Board. The Student Conduct Board shall consist of the following persons: two students, one faculty member/administrator and an optional fourth member who may be a student or a faculty member/administrator. The chairperson of a Student Conduct Board Hearing shall be one of the faculty members/administrators that serve on the panel. Faculty members, administrators, and students shall be selected by the Chief Student Affairs Officer for a Hearing. The Student Conduct Board members are selected through an annual application and interview process. All Student Conduct Board members will receive training from the Chief Student Affairs Officer.
9. Hearing Procedures. The Hearing is not a legal proceeding. Formal courtroom rules of process, procedure, and/or evidence do not apply.
10. Objectives of the Hearing. Requisite levels of fairness and the satisfaction of certain minimum requirements will be provided to all participants during these proceedings. The Hearing shall have the following objectives:
    1. Inform the student of the charges.
    2. Give the accused student an opportunity to respond to the charges.
    3. Review the facts of the case.
    4. Determine if any violation of the Student Code of Conduct was committed and communicate its findings to the Chief Student Affairs Officer.
    5. Recommend any sanctions to be imposed based upon the facts, as determined at the Hearing, and communicate any recommendations to the Chief Student Affairs Officer.
11. Witnesses. All parties to the Hearing may arrange for witnesses to voluntarily present relevant information during the Hearing. The questioning of witnesses shall be facilitated by the Hearing Officer or Student Conduct Board Chair, as applicable. Such witnesses at Hearings will not be sworn in. Each witness will be admonished that he or she is required to tell the truth. A student giving untrue testimony at a Hearing is subject to student conduct charges.
12. Review of Information.
    1. The Charged Student and his or her advisor, if any, have the right to inspect all of the information that will be presented against the student at least three (3) business days before the Hearing. The College also has the right to review any information that the student intends to use at least three (3) business days before the Hearing.
    2. The Charged student may present information on his or her own behalf. Pertinent records, exhibits, and written statements may be accepted as information for consideration by the Hearing Officer or the Student Conduct Board at their discretion.

13. Burdens of Proof. The Student Conduct Board or Hearing Officer shall determine whether it is more likely than not that the accused student violated the Student Code of Conduct by a preponderance of the information. This means that the information presented supports the finding that it is more likely than not that the violation occurred. The burden of proof is not on the Charged Student.
14. The Charged Student or the Impacted Student may choose one advisor to be present during the process at the Charged Student's or the Impacted Student's expense and initiative. It is the Charged Student's or Impacted Student's responsibility to make appropriate arrangements for the advisor to attend the Hearing, which shall not be delayed due to scheduling conflicts of the chosen advisor. The advisor may be present to advise the Charged Student or the Impacted Student but may not speak for or present the case for the Charged Student or the Impacted Student, present statements or arguments, question witnesses or otherwise participate in the process.
    1. Members of the Student Conduct Board may not serve as a student's advisor at the Hearing.
    2. If the Charged Student or Impacted Student chooses an attorney as his/her advisor at the Hearing, he or she must inform the Chief Student Affairs Officer at least three (3) business days before the Hearing. In such cases the College will be advised by a College attorney as well.
15. Hearings.
    1. All Hearings before the Student Conduct Board or Hearing Officer will be audio recorded by the College. That recording will serve as the only official record of these proceedings and shall be the property of the College. No other recordings are permitted. Deliberations shall not be recorded.
    2. The following is a guide to the format of events for Hearings. The Student Conduct Board or Hearing Officer may change the order if necessary. The Student Conduct Board or Hearing Officer may question any party or witness directly.
        1. Review of Hearing procedures.
        2. Reading of Charges.
        3. Opening statement and presentation of information by the Charged Student.
        4. Questioning of voluntary College witnesses, followed by the questioning of Charged Student's voluntary witnesses.
        5. Questions directed to the Charged Student by the Student Conduct Board or Hearing Officer.
        6. Closing statement by the Charged Student.
        7. Deliberation by the Board or Hearing Officer (not recorded). Deliberations are closed and may only be attended by the members of the Student Conduct Board.
        8. The Student Conduct Board or Hearing Officer may recommend a decision(s) and a sanction(s) to the Chief Student Affairs Officer. Such recommendation of decision(s) and sanction(s) may be presented to the student by the Student Conduct Board or Hearing Officer.
16. The Student Conduct Board or Hearing Officer will find the student "Responsible" or "Not Responsible" for each of the alleged violations listed on the Notice of Charges, based solely on the information presented at the Hearing. The Student Conduct Board or Hearing Officer will inform the Chief Student Affairs Officer of its findings and any recommendation for sanctions based on its findings. If the Student Conduct Board cannot reach a finding of "Responsible" or "Not Responsible" to a charge within five (5) business days based on the complexity of the case, the chairperson shall call the Board as deadlocked and the Chief Student Affairs Officer may call a new Hearing date with new Board members to hear that charge. No person serving on the first Board shall serve on the second Board. If the second Board also deadlocks, then the charges against the charged student shall be dismissed.
17. If the charged student fails to appear at the scheduled Hearing (after proper notice), the student may be found Responsible for each of the alleged violations listed on the Notice of Charges and may not appeal the finding of responsibility. The student retains the right only to appeal the severity of the sanction.
18. The Chief Student Affairs Officer will review the findings and recommendations of the Student Conduct Board or Hearing Officer, as applicable. The Chief Student Affairs Officer will then make a decision as to the violation(s) in question and sanctions imposed. This decision may consist of adopting, modifying, or rejecting the recommended decision and sanctions of the Student Conduct Board or Hearing Officer, or remanding the matter for rehearing. The Chief Student Affairs Officer will send a correspondence (referred to as a "Notice of Decision and Sanction") informing the student of the Chief Student Affairs Officer's final

decision and sanctions and explaining any differences between the recommendation of the Student Conduct Hearing Board or Hearing Officer and the Chief Student Affairs Officer's final decision. Such correspondence will be sent to the student within five (5) business days after the conclusion of the Hearing.

4. Appeals
    1. The College Appeals Board is the final appeals body at Florida SouthWestern State College. The Appeals Board is responsible for reviewing substantive or procedural appeals from the decisions of a Student Conduct Board.

       The appeal of the outcome of a conduct case must be based on one or more of the following causes:
        1. Due process errors including the College's failure to provide the student with notice or an opportunity to be heard.
        2. The sanction is extraordinarily severe in relation to the offense committed.
        3. New material or information that can be provided that was not available at the time of the original proceeding.
    2. All appeals must be postmarked or received in correspondence within five (5) business days of the date of the "Notice of Decision and Sanction" to the Vice President of Student Affairs or designee for consideration. All appeals must specify the basis for the appeal. No person may hear or decide an appeal if he/she conducted or participated in the Hearing.
    3. The burden of proof at the appellate level rests with the Charged Student.
    4. The student's pre-decision status will remain unchanged pending the appeal determination by the Vice President of Student Affairs or designee (that is, a student shall remain eligible to attend classes and College activities pending the College's final decision in the student conduct proceeding), except where the Vice President of Student Affairs or designee determines that the safety, health or general welfare of the student or the College Community is involved, in which case a student's privileges at the College, including the ability to attend classes or engage in College activities, may be suspended on an interim basis as described under the Emergency Actions provision.
    5. After considering the appeal, the Vice President of Student Affairs or designee may reopen the Hearing, order a new Hearing with the same or new Conduct Board or Hearing Officer, uphold or reverse the prior decision of the Chief Student Affairs Officer or revise the sanction. The Vice President of Student Affairs or designee shall provide the student written notice of his or her decision within ten (10) business days of receipt of the appeal request.
    6. The appeal determination of the Vice President of Student Affairs or designee is final and binding on all parties. There are no further appeals within the College.
5. Parental Notification Policy

   Florida SouthWestern State College is committed to the success of its students both inside and outside of the classroom. Therefore, it is our goal to maximize students' learning and development, and promote their health, safety and welfare. In this regard, Florida SouthWestern State has implemented a Parental Notification Policy in compliance with the request of the Florida Board of Governors. The Parental Notification Policy permits the College the right to inform parents or guardians when their dependent student (pursuant to the Internal Revenue Code), under the age of 21, has been found in violation of the College Alcoholic Beverages and Drug-Free Environment policy.
    1. In non-emergency situations, parents of dependent students, under the age of 21, will be notified in writing. However, in emergency situations, parents may be notified by an immediate phone call from the Chief Student Affairs Officer or his/her designee.
    2. These guidelines do not preclude Parental Notification for other policy violations that may endanger the health, safety and wellbeing of a student or other individuals in the College Community. In addition, Parental Notification may occur in health and safety emergencies regardless of the student's age or dependent status.
    3. Students, whose parents are to be notified under these guidelines, will be informed, when possible, before such notification occurs and given an opportunity to initiate contact with their parents.
6. Provisions for Students Impacted by Acts of Violence

   To ensure fairness to students impacted by actions of violence throughout the Student Code of Conduct, the College will provide the following provisions:
    1. Some of the cases to which these provisions may apply include but are not limited to the following:

1. Endangerment
2. Harassment (not sexual in nature)
3. Hazing

2. An Impacted Student may have one person of his or her choice accompany them throughout the Student Conduct Review process. This person will act as a support person or advisor but will not represent the Impacted Student. Moreover, the person will not be allowed to address the Hearing Officer or Hearing Body on behalf of the Impacted Student.
3. An Impacted Student will receive notice of the hearing no less than five (5) business days prior to the date of the hearing.
4. An Impacted Student may submit a list of questions related to the alleged incident, prior to the hearing. However, the Hearing Officer or Hearing Body shall not be required to ask these questions of the Charged Student.
5. An Impacted Student may not have his or her past conduct, including sexual history, considered when the Hearing Officer or Body is making a determination of the Charged Student as to responsible or not responsible.
6. An Impacted Student may make a student impact statement and offer to the Hearing Officer or Hearing Body a suggestion of what the Impacted Student believes to be an appropriate sanction for the Charged Student. This information may be used only in the sanctioning phase of deliberations if the Charged Student is found responsible for violating the Student Code of Conduct.
7. The Charged Student will not be permitted to directly question the Impacted Student where the alleged violations is endangerment. In such cases, the Charged Student and the Impacted Student shall submit questions to the Hearing Body or officer. However, the Hearing Body or officer shall not be required to ask those questions submitted by the Charged or Impacted student to the student who is being questioned. At the request of the Impacted Student in cases involving physical violence, or other charges deemed appropriate in the professional judgment of the Hearing Body or officer, the Impacted Student may request to testify in a separate room from the Charged Student so long as the process does not unduly compromise the Charged Student's right to question the witness.
8. Where the Student Conduct Review process addresses an allegation of endangerment, the Clery Act provides that both the Impacted Student and the Charged Student or Organization must be informed of the final outcome of the Student Conduct Review process without a commitment to protect the confidentiality of the information. The final outcome means only the final determination with respect to the alleged sexual misconduct or abuse and any sanction(s) that is imposed against the Charged Student. If the Impacted Student is deceased, the next of kin shall be considered as the alleged Impacted Student for purposes of this paragraph.
9. When the Charged Student is alleged to have committed endangerment, the Impacted Student may appeal the outcome of a conduct hearing in writing within three (3) business days from the date of the decision letter by filing a written appeal. If there is an appeal filed by either the Impacted Student or Charged Student, the other student will be notified of the filing of the appeal and the final outcome.

7. Family Educational Rights and Privacy Act and the Student Code of Conduct
    1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. FERPA states conditions where prior consent is not required to disclose personally identifiable student information from educational records for postsecondary institutions.
    2. Results in connection with a Conduct Hearing cannot be disclosed unless one of the following conditions is met:
        1. Final results of a Conduct Hearing concerning a student who is a perpetrator of a crime of violence or non-forcible sex offense if the student who is the alleged perpetrator is found to have violated the institution's rules or policies;
        2. Disclosure to a parent of a student under 21 years of age if the institution determines that the student has committed a violation of its drug or alcohol rules or policies;
        3. The disclosure of the final results includes only:
            1. Name of the alleged perpetrator;
            2. Violation committed and any sanction imposed against the alleged perpetrator.

3. The disclosure must NOT include the name of any other student without the written consent of that student. This includes a victim or witness to the incident.

Academic programs with a specific Student Code of Conduct will supersede the Student Code of Conduct.

## Academic Integrity Policy

Florida SouthWestern State College recognizes that adherence to high principles of academic integrity is vital to the academic function of the College. Therefore, the entire academic community shares the responsibility for establishing and maintaining standards of academic integrity. Those in charge of academic tasks have an obligation to make known the standards and expectations of acceptable academic conduct. Each student has an obligation to know and understand those standards and expectations. While the academic community recognizes that the responsibility for learning and personal conduct is an individual matter, all students and faculty members are expected to help maintain academic integrity at the College by refusing to participate in, or tolerate, any dishonesty.

Florida SouthWestern State College expects all students to be honest in their academic endeavors. All academic work should be performed in a manner which will provide an honest reflection of the knowledge and abilities of each student. All members of the community understand the rationale for, and the critical nature of, academic integrity.

Violations of student academic integrity include any actions which attempt to promote or enhance the academic standing of any student by dishonest means. The following are some examples of actions that are violations of academic integrity:

1. Cheating on an academic exercise. Cheating includes giving or receiving unauthorized aid or information by copying, by using materials not authorized, by attempting to receive credit for work performed by another, or by otherwise failing to abide by academic rules. The person who aids an individual in cheating will be held equally responsible.
2. Plagiarism is an act of academic dishonesty that involves a scholar committing one or more of the following actions: portraying any portion of another's work as the scholar's (including turning in work that an individual other than the scholar prepared, regardless of the willingness of the individual), portraying another author's idea(s) as the scholar's, misrepresenting a source's meaning or content, or inadequate citation or missing citation. Plagiarism can occur in three main categories: wording, content, and citation. Plagiarism due to wording occurs when a scholar uses the wording of the original without quotes. Plagiarism due to content occurs when a scholar rewords the original but does so too closely and often without giving the original author credit. It can also occur when a scholar misconstrues the meaning of the source, effectively claiming the original author stated content or opinions that he/she did not. Citation plagiarism occurs when parenthetical citations or works cited entries are missing or inaccurate. Using a source in a paper and failing to include a works cited entry is also considered plagiarism as it does not allow the readers to access the original source.
3. The principles of academic integrity require that all work submitted or presented without citation of sources will be the student's own work, not only on tests, but in themes, papers, homework, and class presentations, unless it has been clearly specified that the work is a team effort.
4. Fabricating information with intent to deceive. Fabrication includes, but is not limited to, falsifying experimental data or results, inventing research or laboratory data or results for work not done, knowingly presenting falsified or invented results, citing information not taken from the source indicated, falsely claiming sources not used, known to be false, misleading, or not supported by evidence.
5. Submitting any academic accomplishment in whole or in part for credit more than once whether in the same course or in different courses without the prior consent of the instructor.
6. Obtaining or attempting to obtain an examination, or any part of it, before, during, or after the examination has been given.
7. Failing to follow approved test taking procedures by performing such acts as changing answers after exam is scored and communicating verbally, non-verbally or electronically with another person during an exam, or leaving while an exam is still in progress.
8. Copying, editing, deleting, or intentionally damaging Florida SouthWestern State College computer files without permission.
9. Altering, changing, or forging College academic records or forging the signature of any academic officer.
10. Offering, giving, receiving, or soliciting any materials, items or services of value to gain academic advantage for one's self or another.

## Academic Integrity Policy Procedures

When a faculty member determines that a violation of the Academic Integrity Policy has occurred, the faculty member will notify the student of the offense.

The following actions may be taken by faculty for students in violation of the Academic Integrity Policy:

1. Referral to the appropriate support service
2. Assignment of a reduced grade on the plagiarized academic exercise
3. Assignment of a final letter grade/reduction for the course
4. Assignment of an "F" for the course

The faculty member will then send an Academic Misconduct Report, for tracking purposes, to the Chief Student Affairs Officer on the appropriate campus within 10 business days after the date in which the faculty member identifies the violation. The Academic Misconduct Report will document the circumstances surrounding the accusation and any adjustment to a grade or other action recommended by the faculty member.

Students with multiple Academic Integrity Policy violation referrals will be subject to the Student Code of Conduct process. A printed notation may be included on the student's official academic transcript indicating that the student has been found to be in repeat violation of the Academic Integrity Policy (see the Student Code of Conduct for more information regarding the conduct procedures and sanctions). Violation of the Academic Integrity Policy will not be approved as an extenuating circumstance for purposes of late drop or withdrawal.

## Academic Integrity Policy Violation Appeal Procedures

Students may appeal grade, and/or grade-related penalties assigned for an Academic Integrity Policy violation. To appeal a grade or other action recommended by a faculty member in regards to an Academic Integrity Policy violation, the student must submit a written appeal to the School Academic Dean within 10 business days from the date the faculty member notified the student of the offense. The student's appeal should describe why the student does not agree with the grade assigned by the faculty member or the faculty member's academic integrity findings and/or penalty. The Dean will provide a copy of the appeal to the faculty member.

The Academic Dean will respond to the student's request for an appeal and schedule a meeting with the student within 10 business days.

After the meeting, the Academic Dean will send a written response to the student with copies to the faculty member and the Chief Student Affairs Officer within 10 business days.

The appeal determination of the Academic Dean is final. There are no further appeals within the College.

## Florida SouthWestern State College Plagiarism Definition

Plagiarism is an act of academic dishonesty that involves a scholar committing one or more of the following actions:

1. Portraying any portion of another's work as the scholar's (including turning in work that an individual other than the scholar prepared, regardless of the willingness of the individual).
2. Portraying another author's idea(s) as the scholar's.
3. Misrepresenting a source's meaning or content.
4. Inadequate citation or missing citation.

Plagiarism can occur in three main categories: Wording, Content, and Citation. Below are examples of plagiarism (and the solutions to avoiding it) in all three categories. Examples are based on the following excerpt from an original source.

*"Biology, we are frequently told, is the science of the twenty-first century. Authority informs us that moving genes from one organism to another will provide new drugs, extend both the quantity and quality of life, and feed and fuel the world while*

*reducing water consumption and greenhouse gas emissions. Authority also informs that novel genes will escape from* genetically modified crops*, thereby leading to herbicide-resistant weeds; that* genetically modified crops *are an evil privatization of the gene pool that will with certainty lead to the economic ruin of small farmers around the world; and that economic growth derived from biological technologies will cause more harm than good. In other words, we are told that biological technologies will provide benefits and will come with costs--with tales of both costs and benefits occasionally inflated--like every other technology humans have developed and deployed over all of recorded history."*

Carlson, Rob. "Staying Sober About Science." *The Hastings Center Report* July-Aug. 2011: 22-25. *Gale Science in Context.* Web. 29 July 2012.

## Wording

Plagiarism due to wording occurs when a scholar uses the wording of the original without quotes. EXAMPLE: Word for Word Plagiarism

Science has helped us solve many problems throughout history. *Biology, we are frequently told, is the science of the twenty-first century. Authority informs us that moving genes from one organism to another will provide new drugs, extend both the quantity and quality of life, and feed and fuel the world while reducing water consumption and greenhouse gas emissions*, but we must be careful about using science without any regulation (Carlson 22).

Here the scholar has directly used the words of the original without quotes. The citation does not allow a scholar to use direct wording; only quotes allow a scholar to use the original wording.

TO CORRECT: Add quotes around word for word sections, or use an entirely reworded paraphrase to convey information.

EXAMPLE: Mosaic Plagiarism

Sources *inform that* new genes *will escape from* genetically modified crops, hence *leading to herbicide- resistant weeds; that* genetically modified crops *are a terrible privatization of* the pool of genes *that will* definitely cause *the* financial *ruin of smaller farmers around the* globe*; and that economic growth derived from biological* technology *will* lead to *more* bad *than good* (Carlson 22).

In this case, the scholar has directly used many of the original words in the same order and grammatical structure as the original and has only replaced a few areas with synonyms.

TO CORRECT: Add quotes around word for word sections that cannot be reworded or (preferably) use entirely reworded paraphrase to convey information.

## Content

Plagiarism due to content occurs when a scholar rewords the original but does so too closely and often without giving the original author credit. It can also occur when a scholar misconstrues the meaning of the source, effectively claiming the original author stated content or opinions that he/she did not.

EXAMPLE: Misrepresented Meaning

Carlson claims that genetically modified foods offer little risk and will be the solution to many of the 21st century's problems (22).

This represents Carlson as making a claim he did not make.

TO CORRECT: Make sure any attributed opinions accurately match the original author's intent - this may require a few rereadings of original sources.

EXAMPLE: Failure to Represent the Entire Message (Misconstrued Meaning)

Carlson discusses many positive outcomes of genetically modified crops, including addressing poverty, economic issues and environmental concerns (22).

This does not represent the whole argument or thought process to readers. If this were the only information presented from Carlson in the work, the audience would have the mistaken impression that he completely supported genetically modified crops.

TO CORRECT: Make sure to convey the entire thought process from the original author. EXAMPLE: Poor Paraphrasing Plagiarism

Original Source: Biology, we are frequently told, is the science of the twenty-first century. Poor Paraphrase: Most believe that in the modern world Biology is an important science.

Original Source: Authority informs us that moving genes from one organism to another will provide new drugs, extend both the quantity and quality of life, and feed and fuel the world while reducing water consumption and greenhouse gas emissions.

Poor Paraphrase: Well respected individuals claim that genetic modification of materials will lead to new cures for illness, poverty, and environment issues.

Original Source: Authority also informs that novel genes will escape from genetically modified crops, thereby leading to herbicide-resistant weeds; that genetically modified crops are an evil privatization of the gene pool that will with certainty lead to the economic ruin of small farmers around the world; and that economic growth derived from biological technologies will cause more harm than good.

Poor Paraphrase: Additionally, they may claim that the same genetic modifications could lead to complications such as new strains of plants with unwanted side effects that could ultimately decimate rural, independent farmers, ultimately doing more damage than creating solutions.

Original Source: In other words, we are told that biological technologies will provide benefits and will come with costs--with tales of both costs and benefits occasionally inflated--like every other technology humans have developed and deployed over all of recorded history.

Poor Paraphrase: Genetic alteration may not be worth the risks involved just for the money it may generate. Both sides of the issue may be overstating the gains or losses, since all advancement in history has come with positives and negatives.

The issue here is not that the scholar has used the same wording but rather that he/she has not clearly portrayed the ideas or thought patterns as being another individual's. The scholar has also plagiarized the organization and grammatical structures from the original. Basically, he/she has sentence by sentence rewritten someone else's work with different words. Simply adding a citation would not correct the issue of too closely paraphrasing.

TO CORRECT: Mention the original author at the beginning of the paraphrase. Instead of looking at the original source while writing the paper, read the original and take notes while completely rewording the information. Read notes prior to writing the paraphrase and then the rewritten work will necessarily be condensed with original (non-plagiarized) organization and grammatical structures. Be sure to use proper parenthetical citation.

## Citation

Citation plagiarism occurs when parenthetical citations or works cited entries are missing or inaccurate. EXAMPLE: Missing Citation

Genetically modified foods will likely have both positive effects for dealing with hunger, the economy and the environment, but there may also be negative consequences like unforeseen mutations in various plants.

There is no citation here and the idea is clearly from the source. TO CORRECT: Add proper parenthetical citation: (Carlson 22). EXAMPLE: Inadequate Citation

Genetically modified foods will likely have both positive effects for dealing with hunger, the economy and the environment, but there may also be negative consequences like unforeseen mutations in various plants (22).

While there is a citation here, the author is missing and does not allow readers to access the original source.

TO CORRECT: Add proper parenthetical citation: (Carlson 22).

**Using a source in a paper and failing to include a works cited entry is also considered plagiarism as it does not allow the readers to access the original source

# College Operating Procedures

## Drug-free Campus And Workplace

(College Operating Procedure 05-0803)

Guidelines:

It is the policy of Florida SouthWestern State College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on and off College premises. The possession or use of alcohol under the circumstances described herein is also prohibited. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment.

This policy is based on the Drug Free Workplace Act, 41 U.S.C. 70-1 et.seq., as amended and is supplemented by College administrative policies and procedures.

1. The illegal use, possession, manufacture, dispensation and distribution of any controlled substance, at any time, whether on or off duty or on or off College premises is strictly prohibited as a matter of College policy.
2. Except as hereinafter provided, use or possession by an employee or student of alcohol in the workplace, or use of alcohol on College property is prohibited. The possession or consumption of alcohol by employees or students of legal age at a College-sponsored or approved function where alcoholic beverages are served by the College or sponsor is not a violation of this Section.
3. Any employee or student who reports to work or class or performs his/her duties while under the influence of drugs or alcohol will be in violation of this policy.
4. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion or termination, and/or a requirement of satisfactory participation in a College-approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

### Procedures:

### Disciplinary Sanctions

The College will impose sanctions (consistent with local, state, and Federal law) upon all employees and students who violate these standards of conduct. Such sanctions may include, but are not limited to: 1) referral for prosecution; 2) probation, suspension, or expulsion of students; or 3) suspension or termination of employees.

The College requires that any employee who is convicted of any offense relating to the sale, purchase, delivery, use, manufacturing or distribution of illegal drugs or controlled substances on campus, or while attending a College-sponsored event or conducting College business to report such conviction to the Human Resources Office, 239-489-9294, no later than 24 hours after the arrest or conviction.

### Employee Assistance Program

Florida SouthWestern State College recognizes illegal drug use and/or dependency to be a health, safety and security problem. Employees who need assistance with problems related to drug abuse are encouraged to contact the Employee Assistance Program:

Southwest Florida Employment Assistance Programs
3949 Evans Avenue, Suite 202
Ft. Myers, FL 33901
Phone: 239-278-7435
Toll Free: 800-226-7930
Email: swfeap@swfeap.com

## Description of Health Risks

Alcohol. Alcohol consumption causes a number of changes in behavior and physiology. Even low doses significantly impair judgment, coordination, and abstract mental functioning. Statistics show that alcohol use is involved in a majority of violent behaviors on college campuses, including acquaintance rape, vandalism, fights, and incidents of drinking and driving. Continued abuse may lead to dependency, which often causes permanent damage to vital organs and deterioration of a healthy lifestyle.

Cannabis (Marijuana, Hashish). The use of marijuana may impair or reduce short-term memory and comprehension, alter sense of time, and reduce coordination and energy level. Users often have a lowered immune system and an increased risk of lung cancer. The active ingredient in marijuana, THC, is stored in the fatty tissues of the brain and reproductive system for a minimum of 28 to 30 days.

Hallucinogens. Lysergic acid (LSD), mescaline, and psilocybin cause illusions and hallucinations. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even when use has ceased. Phencyclidine (PCP) affects the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.

Cocaine/Crack. Cocaine users often have a stuffy, runny nose and may have a perforated nasal septum. The immediate effects of cocaine use include dilated pupils and elevated blood pressure heart rate, respiratory rate, and body temperature, followed by depression. Crack, or freebase rock cocaine, is extremely addictive and can cause delirium, hallucinations, blurred vision, severe chest pain, muscle spasms, convulsions, and even death.

Amphetamines. Amphetamines can cause a rapid or irregular heartbeat, tremors, loss of coordination, collapse, and death. Heavy users are prone to irrational acts.

Heroin. Heroin is an opiate drug that causes the body to have diminished pain reactions. The use of heroin can result in coma or death due to a reduction in the heart rate.

## Legal Sanctions

You should be aware that the State of Florida Statutes provide that it is "unlawful for any person to sell, purchase, manufacture, or deliver, or to possess with the intent to sell, purchase, manufacture, or deliver, a controlled substance in, on, or within 200 feet of the real property comprising a public college or other post-secondary educational institution." Legal action will be taken for violation of these statutes and policies, as appropriate. Any person who violates this paragraph with respect to a controlled substance named or described in s. 893.03(1)(a), (1)(b), (1)(d), (2)(a), or (2)(b) commits a felony of the first degree punishable as provided in s.775.082, s.775.083., or s.775.084 and shall not be eligible for parole or release under the Control Release Authority or statutory gain time.

State law prohibits the possession of alcoholic beverages by persons under age 21, punishable for the first offense by a definite term of imprisonment not exceeding 60 days and/or a $500 fine, and for a subsequent offense by a definite term of imprisonment not exceeding one year and a fine of $1,000. It is similarly prohibited and punishable to distribute alcohol to minors.

State law makes it a crime for any person to possess or distribute illicit drugs (controlled substances as described in Section 893.03, Florida Statutes) under Section 893.13, Florida Statutes. Law provides certain limited exceptions. The crimes range from second degree misdemeanors (up to 60 days imprisonment and up to a $500 fine) to first degree felonies (up to 30 years imprisonment and up to $10,000 fine).

Trafficking (distributing specified large quantities of various controlled substances under Section 893.03, Florida Statutes) under Section 893.135, Florida Statutes is punishable, depending on the particular illicit drug and quantity involved, by a minimum term of imprisonment of 3 to 25 calendar years and a fine of $25,000 to $500,000.

Federal trafficking penalties for first offenses, depending upon the illicit drug involved, range from not more than one year imprisonment and a fine of not more than $100,000 for an individual to 40 years to life imprisonment and a fine of not more than $200,000 for an individual to not less than life imprisonment and a fine of not more than 8 million dollars for an individual.

The College requires that any employee who is convicted of any offense relating to the sale, purchase, delivery, use, manufacturing or distribution of illegal drugs or controlled substances on campus, or while attending a College-sponsored event or conducting College business to report such conviction to the Human Resources Office, (239) 489-9294, no later than five days after the conviction.

## Drug Education and Treatment Programs

Florida SouthWestern State College recognizes illegal drug use and/or dependency to be a health, safety and security problem. Those who need assistance with problems related to drug abuse are encouraged to use any available resources including:

RIVERSIDE BEHAVIORAL HEALTH CENTER
CHARLOTTE REGIONAL MEDICAL CENTER

733 East Olympia Avenue
Punta Gorda FL 33950
(941) 637-2474 or 1-800-722-5563

RUTH COOPER CENTER FOR
BEHAVIORAL HEALTH CARE
2789 Ortiz Avenue, SE
Fort Myers FL 33905
(239) 275-3222

Salus Care, Inc.3763 Evans Avenue
Fort Myers FL 33901
(239) 332-6937

THE WILLOUGH AT NAPLES
9001 Tamiami Trail East
Naples FL 34113
1-800-722-0100

For further information regarding education, rehabilitation and other aspects of the College policy, contact:

CHARLOTTE CAMPUS, Punta Gorda
Campus Dean of Student Affairs and Academic Services
(941) 637-5678

COLLIER CAMPUS, Naples
Campus Dean of Student Affairs and Academic Services
(239) 732-3953

HENDRY/GLADES CENTER, Labelle
Assistant Director, Student Services
(863) 674-6002

THOMAS EDISON CAMPUS, Fort Myers
Office of Human Resources
(239) 489-9293
Associate Dean of Student Affairs
(239) 489-9388

# Americans With Disabilities (ADA) Act

(College Operating Procedure 05-0104)

## Guidelines:

It is the policy of Florida SouthWestern State College that discrimination against qualified individuals with disabilities is prohibited. Pursuant to Titles I and II of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, the College provides equal employment and educational opportunities and reasonable accommodation for qualified individuals with disabilities.

## Policy Guidelines

The College reaffirms the principle of Equal Access/Equal Opportunity regardless of race, color, national origin, ethnicity, religion, sex, age, marital status, veteran's status, sexual orientation, genetic information or disability. The equal opportunity principle applies to otherwise qualified persons with disabilities with regard to employment, the delivery of educational programs and services and all other appropriate areas in which the College is involved.

The College assumes the Department of Labor's definition of an individual with a disability is "one who (1) has a physical or mental impairment which substantially limits one or more of such person's major life activities; (2) has a record of such impairment; or (3) is regarded as having such an impairment."

Florida SouthWestern State College understands that it must provide reasonable accommodation to the known physical or mental limitations of a qualified applicant, employee, and/or student with a disability, unless such accommodation would impose an undue hardship on the College.

The College has designated the Equity Officer as the ADA Coordinator for applicants and employees and the Director, Adaptive Services as the ADA Coordinator for students. The Coordinator will oversee and coordinate the College's efforts to comply with and carry out its responsibilities pertaining to the Act and serve as the contact person for all ADA information, resource policies, procedures and concerns.

## Procedures:

**1. Request for Accommodation**

*Students*. It is the obligation of the individual with a disability to request a reasonable accommodation. Students should submit their request on the official request form which can be found on the Office of Adaptive Services webpage at http://www.fsw.edu/adaptivesrvices.

Enrolled students must submit any request for accommodations to the Office of Adaptive Services on the Thomas Edison Campus or the contact person for the Office of Adaptive Services on the Charlotte and Collier Campuses and the Hendry/Glades Center which can be found on the Office of Adaptive Services webpage for consideration.

*Employees/Applicants*. Individuals must submit any request for accommodations to the Equity Officer. Employees and/or applicants with a disability must provide recent documentation from a qualified professional that speaks to the specific disability

and the requested accommodation. Requests for accommodations must be specific to the documented needs and will be reviewed and processed in order of receipt. The appropriate party will provide a written response.

**2. Complaint Resolution**

**a. Informal Resolution**

Individuals with disabilities are encouraged first to attempt to independently resolve concerns by initiating a meeting with the faculty member, supervisor, or staff member with whom there is a concern or disagreement. However, when the matter cannot be resolved independently, individuals with a disability are encouraged to address such instances through the following grievance procedure.

**b. Grievance Procedure**

Florida SouthWestern State College has adopted an internal grievance procedure for prompt and equitable resolution of complaints alleging any actions prohibited by the U.S. Department of Justice regulations implementing Title II (public, state and local government) of the Americans with Disabilities Act. Title II states, in part, that "no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination" in programs or activities sponsored by a public entity.

1. All complaints should be filed in writing and contain the name and address of the person filing it and briefly describe the alleged violation of the regulations. In addition, a copy of the original request for accommodation must be included with the complaint.
2. A complaint should be filed within 180 calendar days after the complainant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, shall follow the filing of the complaint. The investigation shall be conducted by the ADA Coordinator, or designee concerning applicant/employee complaints or Student Affairs/Dean of Students concerning student complaints. A thorough investigation will be held, affording the individual or specific class of individuals and their representatives, if any, an opportunity to submit evidence relevant to a complaint. The ADA Coordinator shall be consulted and shall review any investigation involving a student complaint.
4. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator or designee and a copy will be forwarded to the complainant no later than fifteen (15) working days after its filing.
5. Either party may appeal the findings of the investigation to the General Counsel by filing a written request for a review of a complaint alleging discrimination on the basis of disability or failure to provide reasonable accommodation within ten (10) calendar days of receipt of the findings. The General Counsel shall issue a written determination regarding the appeal within ten (10) calendar days of receipt of the request.
6. The ADA Coordinator shall maintain the files and record complaints filed.
7. Filing a complaint with the College's grievances system in no way precludes an individual's right to file a grievance with the Department of Education or the Department of Justice.

All applicant/employee ADA complaints, excluding those filed against the ADA Coordinator, should be addressed to the Equity Officer, 8099 College Parkway, Ft. Myers, Florida 33919 or by calling 239.489.9051 or call through the Florida Relay Service at 1.800.955.8771 (TTY).

All student ADA complaints should be addressed to the Assistant Vice President, Student Affairs/Dean of Students, 8099 College Parkway, Ft. Myers, Florida, 33919 or by calling 239.489.9388 or call through the Florida Relay Service at 1.800.955.8771 (TTY).

All ADA complaints filed against the ADA Coordinator should be addressed to the General Counsel, 8099 College Parkway, Ft. Myers, Florida, 33919 or by calling 239.433.6948 or call through the Florida Relay Service at 1.800.955.8771 (TTY).

Please Note: For more information regarding the Substitution Policy for Students with Disabilities, please refer to Florida SouthWestern State College Board of Trustees Policy 6Hx6:6.03 or the College Catalog under State Statues and College Policies Affecting Students.

# Board of Trustees Policies

## Policy Regarding Students With Human Immunodeficiency Virus (HIV)

(Florida SouthWestern State College Board of Trustees Policy 6Hx6:6.02)

The following guidelines are established regarding students with Human Immunodeficiency Virus (HIV):

1. DEFINITION: For purposes of this policy, a student with HIV falls into one of the following categories:
    1. An individual who tests positive for HIV antibody but who has no symptom manifestations, or
    2. An individual who is diagnosed as having Acquired Immune Deficiency Syndrome (AIDS)-displaying one or more opportunistic infections.
2. STUDENT RIGHTS: The College recognizes that the rights of students with HIV to obtain education and employment must be balanced against the rights of persons without HIV who wish to be reasonably protected from contracting the virus.
    1. Both the Federal Vocational Rehabilitation Act of 1973 and the Florida Educational Equity Act prohibit discrimination against disabled persons, and students with HIV are classified as disabled.
    2. Precautions will be provided to students in Health Professions Programs and science laboratory classes.
    3. Any student who reveals that he/she has HIV will be afforded confidentiality in accordance with appropriate statute and state law.
3. ADMISSIONS: No student will be denied admission to the College solely on the basis that he/she has HIV.
    1. The College will not require a student to reveal whether or not he/she has HIV when applying for admission to the College.
    2. Furthermore, the College will not require serological testing to determine if a student seeking admission has HIV.
4. ATTENDANCE, WITHDRAWAL, AND/OR SUSPENSIONS: Under most circumstances, no student will be required to cease class attendance solely on the basis of having HIV.
    1. If a student with HIV requests special accommodations due to illness (i.e., disability), the College will acquire sufficient information about such disability to make a determination regarding the requested accommodation(s). Any student wishing to request special accommodations should contact the Chief Student Affairs Office at any campus.
    2. The College will not impose any rule(s) or restrictions upon a student with HIV that will have the effect of limiting that individual's participation in the College's educational programs and/or services solely on the basis of that person's disability.
    3. Current research has indicated the possibility that the central nervous system may become affected by HIV, which may lead to progressive neurological and cognitive dysfunction and subsequent inability of the student to maintain scholastic performance. Decisions as to such a student continuing to attend class or being suspended or withdrawn from class(es) will be made on a case-by-case basis after reasonable accommodations have been examined or tried, and after an examination of the facts demonstrates to the College that the student can no longer function as necessary to meet the requirements of the student's course or program, or that the student presents a health or safety risk to self or to the College community.

## Discrimination And Harassment Policy

(Florida SouthWestern State College Board of Trustees Policy 6Hx6:2.03)

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination or harassment based on such factors as race, color, sex, age, religion, national origin, ethnicity, disability, sexual orientation, genetic information, marital status, or veteran's status. Florida SouthWestern State College, as a matter of policy and in compliance with Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Florida Civil Rights Act of 1992 for employees, Title IX of the Education Act of 1972 and the Florida Education Equity Act, absolutely opposes any act of discrimination or harassment and strictly prohibits and will not tolerate such action, whether

those involved stand in a subordinate supervisory relationship, student-faculty relationship, student-student relationship or others doing business with Florida SouthWestern State College.

For purposes of this Policy "discrimination" includes, but is not limited to, action with partiality or prejudice for or against a person of a group on the basis of one of the protected categories above.

For purposes of this Policy "harassment" includes, but is not limited to, verbal, physical, and visual conduct that creates an intimidating, offensive, or hostile working or educational environment or that interferes with work performance or educational opportunities.

There are two types of educational/workplace sexual harassment. The first is "quid pro quo" which generally means that type of harassment where a person is promised better employment conditions such as a promotion or a desired transfer or, in the alternative, is threatened with lesser conditions such as a demotion or termination if the person refuses sexual overtures from a supervisor or some other person in the management structure of the employer. The second type of sexual harassment is a "hostile environment." A hostile environment is created by a pervasive sexually oriented work/educational atmosphere. For example, disparagement related to one's sex, unwelcome sexual flirtations, sexually offensive jokes or comments, and sexually offensive material displayed in the workplace can create a sexually hostile environment. A sexually hostile environment will exist if the type of conduct described above has the purpose or effect of unreasonably interfering with an individual's work performance or academic or professional performance or creating an intimidating, hostile or offensive working or educational environment.

Florida SouthWestern State College is also equally opposed to willful and intentional bad faith claims of discrimination or harassment. Bad faith claims are those that are known or should be known by the alleging employee/student to be false. The College takes this strong stand because such claims often affect the future employment and important family relationships of, not only the claimant, but also the person against whom the claim is made.

If an employee or student becomes aware of any behavior that may constitute discrimination or harassment, it is the responsibility of that person to report such conduct. Discrimination or harassment complaints or concerns may be reported to the designated Equity Officer. Additionally, employees should notify their immediate supervisor; the Director, Human Resources; or the General Counsel. Students should notify either the Dean of Students or the Equity Officer.

Any report of alleged discrimination or harassment will be promptly and fully investigated by the individual contacted above or his or her designee in accordance with College Operating Procedure 05-0102, Discrimination and Harassment Complaint Procedure. The College will protect the confidentiality of the persons involved to the extent possible.

Appropriate disciplinary action will be taken against any employee, student or applicant who is determined to have violated this policy against discrimination or harassment or against anyone who knowingly files false claims of discrimination or harassment. Based on the seriousness of the offense, disciplinary action may include a verbal or written reprimand, suspension, or termination. Certain disciplinary actions, as determined by the President, may require action by the District Board of Trustees, depending upon the nature of the offenses and the resulting severity of the action to be taken. In such cases, the President will recommend appropriate action to the District Board of Trustees following the completion of the investigation and the communication of the President's position to the individuals involved. Claims of discrimination or harassment made against a student may be referred to the Chief Student Affairs Officer for Student Code of Conduct consideration. Results of the Student Code of Conduct process may lead to suspension or expulsion.

Retaliatory action against anyone filing a valid complaint of any type of discrimination or harassment will not be tolerated. The individual investigating such reports or claims on behalf of the College, with the President's full support, will make all efforts necessary to safeguard against any retaliation against any individual involved in the discrimination or harassment claim and any witnesses interviewed during the investigatory process.

This policy is intended to reflect applicable laws regarding discrimination and harassment, as such laws may from time to time be stated or clarified, and to provide no greater or lesser protection than the laws provide. This policy is to be interpreted and applied with that understanding.

## Drug And Alcohol Policy

(Florida SouthWestern State College Board of Trustees Policy 6Hx6:2.04)

It is the policy of Florida SouthWestern State College to promote and maintain a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of controlled substances is prohibited on and off College premises. The possession or use of alcohol under the circumstances described herein is also prohibited. All students and employees are required to abide by the terms of this policy as a condition of initial and continued enrollment and/or employment.

This policy is based on the Florida Comprehensive Drug Abuse Prevention and Control Act, 41 U.S.C. 70-1 et.seq., as amended and is supplemented by College administrative policies and procedures.

1. The illegal use, possession, manufacture, dispensation and distribution of any controlled substance, at any time, whether on or off duty or on or off College premises is strictly prohibited as a matter of College policy.
2. Except as hereinafter provided, use or possession by an employee or student of alcohol in the workplace, or use of alcohol on College property is prohibited. The possession or consumption of alcohol by employees or students of legal age at a College sponsored or approved function where alcoholic beverages are served by the College or sponsor is not a violation of this Section.
3. Any employee or student who reports to work or class or performs his/her duties while under the influence of drugs or alcohol will be in violation of this policy.
4. Violation of this policy can result in referral to appropriate law enforcement authorities, disciplinary action up to and including immediate suspension, expulsion or termination, and/or a requirement of satisfactory participation in a College approved drug or alcohol rehabilitation program. A criminal conviction is not required for sanctions to be imposed upon a student or employee for violation of this policy.

## Campus Violence Prevention Policy

(Florida SouthWestern State College Board of Trustees Policy 6Hx6:2.07)

Florida SouthWestern State College is committed to preserving the safety and security of students, staff, faculty, and visitors to the College. Breach of the peace and other violations, including threats, intimidation, violence, assault, batteries, sexual batteries, or other disruptive behavior will not be tolerated. Such behavior can include oral or written statements, gestures, or expressions that may communicate a direct or indirect threat of physical harm. Florida SouthWestern State College will not tolerate threats, direct or implied: physical conduct that results in harm to people or property; possession of deadly weapons on College property; or intimidating conduct or harassment that disrupts the teaching/learning and/or work environment or results in fear for personal safety. Threats, threatening behavior, or other acts of violence carried out on College-owned or leased property but directed at College employees, students, or visitors while conducting official College business are a violation of this policy. Off-site threats include but are not limited to threats made via telephone, fax, electronic or conventional mail, or any other communication medium.

Any student found in violation of this policy will be subject to disciplinary action up to and including dismissal. Any employee found in violation of this policy will be subject to disciplinary action up to and including termination. Individuals who commit such acts may be immediately removed from the premises. The College, through its Department of Public Safety office, will refer violations to local and state law enforcement agencies for criminal prosecution and further action as determined by those agencies.

To promote an atmosphere that encourages learning and productive employment, quick responsive action will be taken if violence or the threat of violence arises.

1. ASSISTANCE
   Generally, the Department of Public Safety should be the first department contacted after an incident occurs at a campus or College site. Upon preliminary investigation, the appropriate local law enforcement agency may be notified and the incident may be referred to the agency. The Department of Public Safety will notify the appropriate campus administrator, or designee.
2. CONFIDENTIALITY
   Pursuant to Section 794.03, Florida Statutes, it is unlawful to print, publish or broadcast in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

3. INFORMATION AND RESOURCES
   The College will develop, make available and distribute information regarding safety, security, and/or sexual assault through the use of handouts, programs and seminars designed to promote awareness and prevention among the College's students, employees and the public.
4. REPORTING
   Any violent, threatening, harassing, intimidating, or other disruptive behavior or other violations or potentially hazardous situations witnessed or received should be reported immediately to the Department of Public Safety and/or to a supervisor or manager. NOTE: Threats or assaults that require immediate attention by police should be reported first to the police at 911.

   Victim support and assistance is available through various support services, both on campus and off campus. Counseling and medical care should be pursued as soon as possible. The Director, Human Resources and the College Ombudsperson are designated to serve as victim advocates.

## Substitution Policy For Students With Disabilities

(Florida SouthWestern State College Board of Trustees Policy 6Hx6:6.03)

1. Eligibility: Students who are hearing impaired, visually impaired, or who have a specific learning disability are eligible for reasonable substitution for any requirement(s) where it can be documented that the student's failure to meet the requirement(s) is related to the disability. Substitutions shall be provided in the areas of admission to the college, admission to a program of study, or graduation where the substitution does not constitute a fundamental alteration in the nature of the program.
2. Documentation: Documentation that is no more than three years old, substantiating the nature of the disability, shall be provided by the student concurrent with his or her request for a reasonable substitution for admission to a program of study, or graduation. Such documentation shall be provided by a medical doctor, psychologist, or other specialist recognized to treat the specific disability.
3. Review Policy: Students with disabilities requesting course substitutions must submit an academic petition to the Office of the Registrar. The petition at minimum shall identify the substitution desired and the justification for the substitution, and shall contain the documentation described in paragraph 2 above. The Registrar, in consultation with the appropriate Academic Dean and the Director of the Office of Adaptive Services will consider reasonable substitutions appropriate for each individual student.
4. Substitution Decision: The decision will be communicated in writing by the Registrar to the student and the Director of the Office of Adaptive Services.
5. Articulation: Florida SouthWestern State College will recognize any substitution previously granted to a transfer student by a Florida State post-secondary institution. In accordance with FAC 6A-10.041(3), substitutions granted by Florida SouthWestern State will be honored at any Florida State post-secondary institution. The College will assist the student in contacting the out-of-state or private institution receiving the course substitution(s) to determine how the substitution(s) will be treated in the program of study he/she is pursuing. The student will be advised accordingly.
6. Student Appeal: A student may appeal a denial of the substitution request(s) or determination of ineligibility in writing to the Provost and Vice President for Academic Affairs, who shall make the final decision. The appeal must be filed within 21 days of receipt of the written denial by the Registrar. Any decision of the Provost and Vice President for Academic Affairs is subject to the right of any person whose substantial interests are determined to request a hearing pursuant to Title X, Chapter 120, Florida Statutes.
7. Records: The Registrar and the Director, Adaptive Services shall maintain records on the number of students granted substitutions by type of disability, the substitution provided, the substitutions identified as available for each documented disability and the number of requests that were denied.

# State Statutes And College Policies Affecting Students

(See also Student Information and Policies.) The following Florida Statutes, District Board of Trustee Policies, and College Operating Procedures affect students at Florida SouthWestern State College. For the benefit of all students, adherence to these

laws is expected. Any questions concerning these statutes and policies may be directed to the Chief Student Affairs Officer on any Florida SouthWestern State College campus.

## Florida Statutes

## Florida Statute Section 1006.61

PARTICIPATION BY STUDENTS IN DISRUPTIVE ACTIVITIES AT PUBLIC POST SECONDARY EDUCATIONAL INSTITUTIONS; PENALTIES

1. Any person who accepts the privilege extended by the laws of this state of attendance at any public postsecondary educational institution shall, by attending such institution, be deemed to have given his or her consent to the policies of that institution, the State Board of Education, and the Board of Governors regarding the State University System, and the laws of this state. Such policies shall include prohibition against disruptive activities at public postsecondary educational institutions.
2. After it has been determined that a student of a state institution of higher learning has participated in disruptive activities, such student may be immediately expelled from the institution for a minimum of 2 years.

## Florida Statute Section 1006.62

EXPULSION AND DISCIPLINE OF STUDENT OF FLORIDA COLLEGE SYSTEM INSTITUTIONS AND STATE UNIVERSITIES

1. Each student in a Florida College System institution or state university is subject to federal and state law, respective county and municipal ordinances, and all rules and regulations of the State Board of Education, the Board of Governors regarding the State University System, or the board of trustees of the institution.
2. Violation of these published laws, ordinances, or rules and regulations may subject the violator to appropriate action by the institution's authorities.
3. Each president of a Florida College System institution or state university may, after notice to the student of the charges and after a hearing thereon, expel, suspend, or otherwise discipline any student who is found to have violated any law, ordinance, or rule or regulation of the State Board of Education, the Board of Governors regarding the State University System, or the board of trustees of the institution. A student may be entitled to waiver of expulsion:
    1. If the student provides substantial assistance in the identification, arrest, or conviction of any of his or her accomplices, accessories, coconspirators, or principals or of any other person engaged in violations of chapter 893 within a state university or Florida College System institution;
    2. If the student voluntarily discloses his or her violations of chapter 893 prior to his or her arrest; or
    3. If the student commits himself or herself, or is referred by the court in lieu of sentence, to a state-licensed drug abuse program and successfully completes the program.

## Florida Statute Section 1006.63

HAZING PROHIBITED

1. As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student, and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that

could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

2. A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s.775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
3. A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.
4. As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4-hour hazing education course and may also impose a condition of drug or alcohol probation.
5. It is not a defense to a charge of hazing that:
    1. The consent of the victim had been obtained;
    2. The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
    3. The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.
6. This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.
7. Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written antihazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.
8. Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.
    1. Such penalties at Florida College System institutions and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or pending payment of fines; and the imposition of probation, suspension, or dismissal.
    2. In the case of an organization at a Florida College System institution or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.
    3. All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.
9. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.
10. Upon approval of the anti-hazing policy of a Florida College System institution or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules, and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules, and penalties in the bylaws of every organization operating under the sanction of the institution.

## Florida Statute Section 1006.69

VACCINATION AGAINST MENINGOCOCCAL MENINGITIS AND HEPATITIS B

1. A postsecondary educational institution shall provide detailed information concerning the risks associated with meningococcal meningitis and hepatitis B and the availability, effectiveness, and known contraindications of any required or recommended vaccine to every student, or to the student's parent if the student is a minor, who has been accepted for admission.
2. An individual enrolled in a postsecondary educational institution who will be residing in on campus housing shall provide documentation of vaccinations against meningococcal meningitis and hepatitis B unless the individual, if the individual is 18 years of age or older, or the individual's parent, if the individual is a minor, declines the vaccinations

by signing a separate waiver for each of these vaccines, provided by the institution, acknowledging receipt and review of the information provided.

3. This section does not require any postsecondary educational institution to provide or pay for vaccinations against meningococcal meningitis and hepatitis B.

   Meningitis is a serious disease that affects the brain and spinal cord. Because bacterial meningitis is a grave illness and can rapidly progress to death, it requires early diagnosis and treatment. This is often difficult because the symptoms closely resemble those of the flu and the highest incidence occurs during late winter and early spring (flu season). When not fatal, bacterial meningitis can lead to permanent disabilities such as hearing loss, brain damage or loss of limbs.

   Hepatitis B is a serious infectious disease caused by a virus that attacks the liver. The hepatitis B virus (HBV) can cause life-long infection that leads to cirrhosis (scarring) of the liver, liver cancer, or liver failure. There is no cure for hepatitis B, but the infection can be prevented by vaccination. Each year, about 200,000 people are infected with the virus and 5,000 people die.

   Although there have been no reported cases of meningitis or hepatitis B at our College in recent years, we are taking the proactive step towards informing and protecting our students.

## Florida Statute Section 810.08

TRESPASS IN STRUCTURE OR CONVEYANCE:

1. Whoever, without being authorized, licensed, or invited, willfully enters or remains in any structure or conveyance, or, having been authorized, licensed, or invited, is warned by the owner or lessee of the premises, or by a person authorized by the owner or lessee, to depart and refuses to do so, commits the offense of trespass in a structure or conveyance.
2.
    1. Except as otherwise provided in this subsection, trespass in a structure or conveyance is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.
    2. If there is a human being in the structure or conveyance at the time the offender trespassed, attempted to trespass, or was in the structure or conveyance, the trespass in a structure or conveyance is a misdemeanor of the first degree, punishable as provided in s. 775.082 or s.775.083.
    3. If the offender is armed with a firearm or other dangerous weapon, or arms himself or herself with such while in the structure or conveyance, the trespass in a structure or conveyance is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s. 775.084. Any owner or person authorized by the owner may, for prosecution purposes, take into custody and detain, in a reasonable manner, for a reasonable length of time, any person when he or she reasonably believes that a violation of this paragraph has been or is being committed, and he or she reasonably believes that the person to be taken into custody and detained has committed or is committing such violation. In the event a person is taken into custody, a law enforcement officer shall be called as soon as is practicable after the person has been taken into custody. The taking into custody and detention by such person, if done in compliance with the requirements of this paragraph, shall not render such person criminally or civilly liable for false arrest, false imprisonment, or unlawful detention.
3. As used in this section, the term "person authorized" means any owner or lessee, or his or her agent, or any law enforcement officer whose department has received written authorization from the owner or lessee, or his or her agent, to communicate an order to depart the property in the case of a threat to public safety or welfare.

## Florida Statute Section 810.09

TRESPASS ON PROPERTY OTHER THAN STRUCTURE OR CONVEYANCE

1.

1. A person who, without being authorized, licensed, or invited, willfully enters upon or remains in any property other than a structure or conveyance:
    1. As to which notice against entering or remaining is given, either by actual communication to the offender or by posting, fencing, or cultivation as described in s. 810.011; or
    2. If the property is the unenclosed curtilage of a dwelling and the offender enters or remains with the intent to commit an offense thereon, other than the offense of trespass, commits the offense of trespass on property other than a structure or conveyance.

### Florida Statute Section 810.095

TRESPASS ON SCHOOL PROPERTY WITH FIREARM OR OTHER WEAPON PROHIBITED

1. It is a felony of the third degree, punishable as provided in s. 775.082, s. 775.083, or s.775.084, for a person who is trespassing upon school property to bring onto, or to possess on, such school property any weapon as defined in s. 790.001(13) or any firearm.
2. As used in this section, "school property" means the grounds or facility of any kindergarten, elementary school, middle school, junior high school, secondary school, career center, or postsecondary school, whether public or nonpublic.

### Florida Statute Section 877.13

EDUCATIONAL INSTITUTIONS OR SCHOOL BOARDS; PENALTY FOR DISRUPTION

1. It is unlawful for any person:
    1. Knowingly to disrupt or interfere with the lawful administration or functions of any educational institution, school board, or activity on school board property in this state.
    2. Knowingly to advise, counsel, or instruct any school pupil or school employee to disrupt any school or school board function, activity on school board property, or classroom.
    3. Knowingly to interfere with the attendance of any other school pupil or school employee in a school or classroom.
    4. To conspire to riot or to engage in any school campus or school function disruption or disturbance which interferes with the educational processes or with the orderly conduct of a school campus, school, or school board function or activity on school board property.
2. This section shall apply to all educational institutions, school boards, and functions or activities on school board property; however, nothing herein shall deny public employees the opportunity to exercise their rights pursuant to part II of chapter 447.
3. Any person who violates the provisions of this section is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

## Student Affairs And Enrollment Management

In support of the academic mission of the college, the division of Student Affairs and Enrollment Management provides services and programs to help students perform academically to the best of their abilities.

### Academic Advising

Academic Advising is an integral part of a student's success at Florida SouthWestern State College. The mission of Academic Advising Services is to provide students with information, guidance, and support as they develop educational goals. Our commitment is to help students develop and understand the benefit of an education plan, to think logically and analytically, to communicate effectively, to seek and evaluate information, and to act with sound judgment to reach goals in a timely manner. Prior to enrollment in the first term, degree-seeking students are required to meet with an Academic Advisor as part of the enrollment process.

As a result of participation in Academic Advising, students will be able to demonstrate the following competencies:

1. Locate information about College policies and procedures regarding registration, academic standing, and student conduct.
2. Access and run an online degree audit and be able to interpret the information about progress to degree completion.
3. Be familiar with the FSW Portal account and be able to use the Portal features.
4. Access and run an online degree audit and develop a comprehensive academic plan for achievement of educational goals including a timeline for graduation.
5. Know where and how to access appropriate resources and support services to accommodate their unique needs.

Academic Advising is available by appointment or on a walk-in basis. Students are encouraged to meet with an Academic Advisor early in the semester to review educational goals, plans, and options each term.

## Adaptive Services

It is the mission of the Office of Adaptive Services (OAS) to focus on the abilities of each individual while empowering the student with the tools necessary to become self-assured and effective learners, strong problem solvers and successful members of our academic community.

Florida SouthWestern State College offers students with documented disabilities equalize access to the educational programs. The Office of Adaptive Services, in conjunction with the campus community, provides support services in the provision of reasonable accommodations to students who complete the self-identification process. Documented students needing accommodations and modifications are provided appropriate direct services such as note taking assistance, test proctoring, and scribing. Adaptive Services also facilitates provision of alternative format texts and provides alternative testing environments.

## Office of Admissions

The staff members in the Admissions Office provide prospective students, applicants and members of the community with guidance to complete the admissions process. Admissions requirements, policies and procedures are outlined within the College Catalog.

## Career Services

Career Services provides resources to assist Florida SouthWestern State College students who are uncertain about their majors. Free assessments help students select a major based on their interests and personality. Assistance is also provided for resume and cover-letter writing and interviewing techniques. Students may also learn about job descriptions and educational requirements for thousands of occupations. In addition, students may register for the Florida SouthWestern State College JobNet, where they can view hundreds of area jobs and career listings and can post resumes for participating employers.

## Counseling Services

The mission of the Office of Counseling Services is to enhance students' educational experience by addressing mental health-related barriers to learning, enabling students to make informed decisions, while promoting holisitic wellness. The Office of Counseling Services embraces a holistic approach to mental health by offering referrals, private therapeutic sessions, workshops, group conseling, and crisis intervention.

## New Student Orientation

New student orientation is required for all first time in college students. Orientation helps students prepare for the transition into college life and provides an introduction to the programs and services available through Florida SouthWestern State College. New student orientation sessions are scheduled at each FSW location and registration is required.

New student orientation features academic and social components to include:

1. Connecting with students, faculty, staff and College resources; learning what is expected of you as a student and finding the support you may need.
2. Academic advising, first-semester schedule planning, and course registration.
3. Financial aid and scholarship information.
4. Navigating the student portal technology resources, and campus facilities.
5. Clubs and organizations, student activities, and first year experience initiatives.

## Ombudsperson

The mission of the Student Ombudsperson is to provide to all students an accessible, independent, impartial, and confidential resource for the expeditious resolution of problems. The Ombudsperson serves in the capacity as an advocate for fairness of outcomes. In seeking to prevent problems as well as to respond to them, the Ombudsperson acts as an agent of change by continuously evaluating established processes and procedures intended to address issues pertaining to student satisfaction, programs, and services. The Ombudsperson is the Assistant Vice President of Student Affairs and Dean of Students.

## Housing and Residence Life

Florida SouthWestern State College offers students the opportunity to live on campus in our new 405-bed residence hall, LightHouse Commons. LightHouse Commons is a living-learning community that features suite-style living that allows the students of FSW to continue to live, learn and grow outside of the classroom. LightHouse Commons blends quality housing and luxury student-centered amenities with on-campus convenience. Each suite features a kitchenette and living area shared by suitemates. Residents of LightHouse Commons will have a private bedroom that includes water, electric, cable/Internet. Access to resident amenities (such as the Recreation Room and Fitness Center) are included at no extra charge.

The mission of the Office of Housing and Residence Life is to foster a supportive, safe, and engaging living-learning community which enables students to florish not only academically but personally as well.

The goals of our living-learning community include but are not limited to:

1. Service: We will strive to exceed the expectations of our students, colleagues, and community.
2. Leadership: We will aid in the development of future leaders within our campus and community.
3. Collaboration: We will work to develop rich, meaningful relationships with campus and community partners.
4. Engagement: We will challenge our students to be engaged in all aspects of college life.
5. Diversity: We will recognize, celebrate, and embrace the differences that exist within our community.

For more information, please visit our Housing and Residence Life Homepage at (www.fsw.edu/housing)

## Student Email

Florida SouthWestern State College has designated email as the official method of communication with students regarding topics of an academic or administrative nature. The College will assign an email account to each student and expects students to be responsible for all information sent to them via their College email account.

## Student Life and Activities

Student life is an important facet of the Florida SouthWestern State College experience. In keeping with this philosophy, Student Life sponsors a variety of academic, cultural, social, and recreational activities and events at Florida SouthWestern State College. These activities are designed to provide a more enjoyable and multifaceted campus experience. To find more information on student activities and programs, see Florida SouthWestern State College's online calendar, the Portal calendar page, or contact the Student Life office on your campus.

## Student Government Association and Student Representation

The Student Government Association (SGA) is the students' voice at Florida SouthWestern State College. There is a Student Government Association at each FSW location and a College Wide SGA. The SGA serves:

1. To provide a means whereby members of the student body may express themselves.
2. To provide leadership in coordination of activities of the student body for the benefit of the entire College.
3. To act as a service organization for Florida SouthWestern State College.

The SGA is made up of club-appointed Representatives and elected Senators who coordinate event service projects and follow through on student issues. Representatives confer with their Advisor on matters of student interest and concern and promote the general welfare of the student body. All qualified students, including upper-level students, are invited to participate in SGA by attending meetings and running for office. Students are free, individually and collectively, to express their views on issues of College policy and on matters of general interest to the student body. The Student Government Association provides a means for participation in the formulation and application of College policy affecting academic and student affairs with the assistance of the SGA Advisor and the Assistant Director of Student Life. Proposals for changes in policy, regulations and procedures that affect the student body as a whole are to be directed through the SGA and its Advisor or the Assistant Director of Student Life.

The right of assembly for students is recognized, providing that student gatherings do not disrupt or interfere with the orderly educational operation of the institution. Such assembly must be in compliance with Florida Statutes and College policies and procedures.

## Student Identification

with them at all times. Not only is the BUC Card required at the library and in various academic computer laboratories, but it also serves as a valid photo ID when student verification is required at the Admissions, Academic Advising, Financial Aid, and Registration counters, at the Testing Center prior to testing, and when selling textbooks back to the Bookstore. Please keep in mind, the BUC Card will be required for any Bookstore purchases with excess financial aid funds. Dining Plans, Campus BUC$ (campus wide declining balance account), and Dining Dollars will also be accessed via the BUC Card. In addition, the BUC Card may qualify students for discounts in area theatres and businesses.

## Student Organizations

Club activities at Florida SouthWestern State College provide a variety of opportunities for students to participate in the college community outside the classroom. For more information, contact the Student Life office on your campus.

## Organizing a Club

Students are encouraged to join clubs and to organize associations at Florida SouthWestern for educational, political, social, religious or cultural purposes, as long as they are in keeping with the philosophy and objectives of the College. The College procedure for organizing a campus club is as follows:

1. Secure a Petition for Organization from the Student Life office on your campus.
2. Submit the completed Petition to the Student Life office. The Petition should include a list of prospective members, a constitution and by-laws, a sponsor and any other information that may be relevant according to the College Catalog.
3. Following approval by the Student Government Association and Student Life, Student Life will inform the new club of its status and offer support as the club develops.

## Student Participation in Decision Making

Florida SouthWestern State College promotes student participation in the decision-making process of the College through a number of opportunities. These include but are not limited to representation on the Curriculum Committee, student surveys,

screening committees, AS Programs Committees, student focus groups, Student Government Association (SGA) and various clubs and organizations.

## Student Support Services Program

The Student Support Services Program is funded by the U.S. Department of Education. This program is designed for students whose parents did not graduate from a four-year college/university and whose family income may hinder them from remaining in college without financial assistance. A potential Student Support Services student must be enrolled at Florida SouthWestern State, have a demonstrated academic need, be pursuing an AA degree and planning to complete a bachelor's degree. The student must be a citizen or a permanent resident of the U.S. or a permanent resident of a territory of the U.S.

Student Support Services assists selected, qualified participants with the following:

1. Course and transfer advisement
2. Scholarships for limited income participants
3. Tuition fee exemptions for peer mentors
4. Cultural and educational activities
5. Workshops on relevant topics
6. Computer skills lab
7. Peer mentoring program
8. Math and English tutoring services
9. Career exploration
10. Enrichment program

## Testing Services

The Florida SouthWestern State College Testing Centers provide testing services at each of the four locations: Charlotte, Collier, Hendry/ Glades, and Thomas Edison (Lee). It is the mission of each Testing Center to maintain a comfortable, secure testing site providing optimal testing conditions. FSW Testing adheres to the standards and guidelines as set forth by the National College Testing Association (NCTA).

**The following testing services are provided by Florida SouthWestern State College. Check each location for testing services offered and hours of operation:**

Common Placement Testing is used to determine placement in English, mathematics, and reading courses. Florida SouthWestern State College follows State Rule 6A-10.0315 concerning placement testing. For more information, visit the Placement Testing Information page at http://www.fsw.edu/testing/placement.

English for Academic Purposes (EAP) test is used to determine placement for students whose native language is not English or who have not graduated from a U.S. high school. Students may be required to take the English proficiency test before common placement testing is administered. For more information visit the English for Academic Purposes webpage.

College-Level Examination Program **(CLEP)** is the most widely accepted credit-by-examination program. More than 2,900 accredited institutions of higher education award credit for satisfactory scores on CLEP exams. There are 33 examinations and all are available at Florida SouthWestern State College. Florida SouthWestern does not award credit for all available exams.

FSW Online **(Distance)** Testing Services are available on all campuses and at the Hendry/Glades Center. Testing locations, hours, and procedures as well as testing services offered can be found on the Proctored Exam Services webpage.

HESI is a standardized examination used nationally by nursing schools to assess college level knowledge in the areas of biology, anatomy, physiology, math, vocabulary, reading, and grammar. This exam score is one of the three categories used to compute admissions scores for the Entry Level Nursing Program and the Advanced Placement Nursing Program.

**Pearson VUE** Authorized Test Centers are third-party testing facilities which provide on-site testing for certification and professional licensure exams. Pearson VUE provides a full suite of services from test development to data management and delivers exams through the world's most comprehensive and secure network of test centers in more than 175 countries.

Florida SouthWestern State College is an authorized Pearson VUE Test Center. Pearson VUE testing is available at the Thomas Edison (Lee) Campus Testing Center located in Fort Myers. FSW's Thomas Edison Campus Testing is authorized to deliver all Information Technology exams for Pearson VUE.

**Students may obtain additional information concerning testing and types of tests offered at each location by contacting one of the Testing Centers. Contact information can be found at http://www.fsw.edu/testing.**

## Upward Bound

The Upward Bound Program, established at Florida SouthWestern State College in 1999, is a grant program funded by the U.S. Department of Education. Upward Bound is designed to provide a comprehensive academic guidance and skills development program to selected eligible students from five target high schools in Lee County (Lehigh Senior High, Fort Myers High, East Lee County High, Riverdale High, and Dunbar High School). It is an intensive program that requires participants to attend monthly meetings at the Thomas Edison Campus during the academic year, weekly tutoring as needed, and a six-week summer school program.

To participate in the program, students must meet eligibility requirements to include: being a U.S. citizen or permanent resident; being from a low-income household as established by the federal government; and/or being a potential first generation college student. Students are selected as ninth or tenth graders and must make a commitment to stay with the program until they enter into a post-secondary educational program.

# Bookstores and Dining Services

## Bookstore

Florida SouthWestern State College makes it easy for you to get your books, supplies, and spirit gear. Bookstores are conveniently located at each of our campuses or shop via our website: www.fsw.edu/bookstore. Online purchases may be shipped directly to you or you can stop by the store and pick them up. Our campus bookstores offer a textbook rental program and year-round book buy-back service.

**For additional information and hours of operation, visit the FSW campus store website at www.fsw.edu/bookstore.**

**CAMPUS BOOKSTORE LOCATIONS:**

**CHARLOTTE CAMPUS**
**Building O**
26300 Airport Rd
Punta Gorda, FL 33950
(941) 637-5671

**COLLIER CAMPUS**
**Building M**
7505 Grand Lely Dr
Naples, FL 34113
(239) 732-5560

**THOMAS EDISON (LEE) CAMPUS**
**Building S**
8099 College Parkway
Madeleine R. Taeni Hall
Ft. Myers, FL 33919
(239) 489-3345

## Dining Services

Dining Services on Charlotte, Collier and Thomas Edison (Lee) campuses are brought to you by Food Services, Inc..

Across three counties, Dining Services offers a variety of delicious snacks, healthy entrees, and convenient dining options.

**CHARLOTTE CAMPUS**

**Charlotte Café**
1st Floor of Building O

**COLLIER CAMPUS**

**Collier Café**
1st Floor of Building C

**THOMAS EDISON (LEE) CAMPUS**

**Garden Café, Subway, & Pizza Hut Express**
1st Floor of Building S

**Dunkin' Donuts**
2nd Floor of Building J

**The College Edge**
Building AA Room 176

For more information on dining services, monthly menus, specials, and hours of operation, visit our website at: www.fsw.edu/dining or email dining@fsw.edu.

# DINING PLANS

Looking for a dining solution on-campus? We have options sure to fit your needs. Go to www.fsw.edu/dining/plans for more information!

Dining Plans are added to your FSW BUC Card adding convenience and security to your on-campus purchases.

Purchasing the right Dining Plan for yourself, or your student, is important. We include an estimated weekly budget in each Dining Plan description which gives you an idea on how much money to budget for weekly over the course of a semester. For assistance in selecting the right plan, feel free to gives us a call today! (239) 432-6700

# Libraries and Technology Help Desk

## Libraries

The Florida SouthWestern State College Division of Libraries, located on the Charlotte, Collier, and Thomas Edison (Lee) Campuses and the Hendry/Glades Center, offer a wide array of resources, services, and facilities to support teaching, research, and learning. The Libraries provide access to over 65,000 print volumes; more than 122,000 electronic books; over 11,000 streaming videos; 4,000 DVDs; and e-readers for student loan. The Libraries subscribe to 130 subscription databases, which provide scholarly journal, newspaper, and magazine articles, in addition to other information resources.

Florida SouthWestern State College students can borrow materials from the libraries of twentyeight Florida State Colleges and twelve Universities through the Florida Virtual Campus (FLVC) which is the State academic support organization for libraries. Students have access to over 300 computers and wireless Internet at the Florida SouthWestern State College Libraries. The Thomas Edison Campus offers a Research Instruction Lab and group and individual study rooms. Library services include Inter-library Loan, Reserves, and Research Instruction. For detailed information about Library policies, services, resources, and instruction, go to the Libraries' homepage, located at www.fsw.edu/library/. The Libraries' subscription databases and online catalog are accessible from the Libraries' homepage.

### Library Cards

Students who have paid for classes use their Florida SouthWestern State College BUC Card to borrow materials from the libraries and access the libraries' eBooks and subscription databases. Students must physically present their Connect Card to the Library Circulation Desk to check out any library materials. Your Library card is your Connect Card student ID number. To access the databases, eBooks, and your library account, use your student/Banner ID number (without the "@" symbol). Your library PIN is the last 4 digits of your social security number. If you do not have a Social Security number or if you are an international student, your library PIN is the last 4 digits of your Banner ID (student number). Community members within the 5-county area may obtain a courtesy Library card to borrow books only.

**The following charges may apply to all library patrons:**

Overdue materials - Students will be assessed a replacement fee for material not returned. Patrons who have overdue materials or who have failed to return materials recalled will be notified by mail. A Business Office hold will be placed on records of students who have overdue materials. A Business Office hold on student records means:

1. The borrower is liable for a replacement fee.
2. College registration is blocked.
3. Grades, transcripts, degrees, and certificates are not released.
4. Library privileges are suspended.

Lost or mutilated materials - A student who returns material in a damaged/mutilated condition will be billed as described above. Fees will be assessed for Florida SouthWestern State College materials or inter-library materials lost.

Inter-library loan services - Patrons who request inter-library loan services for which a fee is charged will be billed. The Library will add no additional service charges.

Students who fail to pay a late fee or replacement costs will have a financial hold placed on their accounts, will not be permitted to register for classes or secure Florida SouthWestern State College transcripts, and may have Library privileges suspended. Appeals by patrons for these charges and/or "holds on records" may be made to the Dean or designee at the Lee and Hendry Glades Libraries, and the Library Directors at the Charlotte and Collier Campus Libraries.

**Library Hours are as follows***

| | |
|---|---|
| **CHARLOTTE CAMPUS** | **(941) 637-5620** |
| Monday-Thursday | 7:30 am-9:00 pm |
| Friday | 7:30 am-5:30 pm |
| Saturday | 8:00 am-2:00 pm |

| | |
|---|---|
| **COLLIER CAMPUS** | **(239) 732-3774** |
| Monday-Thursday | 7:30 am-9:00 pm |
| Friday | 7:30 am-4:30 pm |
| Saturday | 9:00 am-2:00 pm |

| | |
|---|---|
| **HENDRY/GLADES CENTER** | **(863)674-6013** |
| Monday-Thursday | 10:00 am-9:30 pm |
| Friday | 9:00 am-9:30 pm |

| | |
|---|---|
| **THOMAS EDISON CAMPUS** | **(239) 489-9303** |
| Monday-Thursday | 7:30 am-9:00 pm |
| Friday | 7:30 am-4:00 pm |
| Saturday | 10:00 am-6:00 pm |
| Sunday | 10:00 am-6:00 pm |

**Library hours may change during the summer and on holiday weekends. Please call campus library for current hours.*

# Technology Help Desk

Students, faculty and staff may receive free computer help from the Technology Help Desk. On-campus, call extension 1202; from off campus, please call (239) 489-9074.

Students may be asked to verify their identity for security. For assistance in changing a portal password, the Help Desk staff will request the student's name, date of birth, and student ID number. If the student does not know his/her student ID number, he/she may be asked to provide full legal name, date of birth and the last 4 digits of the social security number to verify identity.

The Technology Help Desk offers:

1. Portal login and error support
2. My Labs Plus set up
3. College-related software applications
4. Virus removal: virus detections and anti-virus/anti-malware installation
5. Personal computer help: browser setup support and basic software removal to increase computer performance

Walk in service is available at the Lee campus Presidio Information Technology Center in G101, Monday through Friday, 7 AM to 7 PM, and an IT ticketing system is available 24/7.

# Programs of Study

## *FSW General Education Program Guide*

## General Education Program Guide

### General Education Philosophy:

General Education is a program of study that establishes a foundation for lifelong learning and prepares students to be thoughtful, informed, global citizens. This program fosters academic excellence, interdisciplinary dialog, respect for self and others, and social responsibility. The General Education Program complies with FAC 6A-14.0303 and Florida Statute 1007.25. The General Education program at Florida SouthWestern State College has five required categories for all degree-seeking students:

- Communications
- Humanities
- Social Sciences
- Mathematics
- Natural Sciences

### General Education Courses:

General Education Core courses differ from traditional survey courses by integrating a breadth of knowledge and skills essential to a complete education and are the foundation of knowledge upon which all degrees are built.

### General Education Competencies:

General Education courses must meet at least four out of the five following outcomes. All other courses will meet one or more of these outcomes:

- **Communication (COM):** To communicate effectively using standard English (written or oral).
- *Critical Thinking (CT):* To demonstrate skills necessary for analysis, synthesis, and evaluation.
- **Technology/Information Management (TIM):** To demonstrate the skills and use the technology necessary to collect, verify, document, and organize information from a variety of sources.
- **Global Socio-cultural Responsibility (GSR):** To identify, describe, and apply responsibilities, core civic beliefs, and values present in a diverse society.
- **Scientific and Quantitative Reasoning (QR):** To identify and apply mathematical and scientific principles and methods.

## Required General Education Courses for the Associate in Arts or Baccalaureate degree: minimum 36 credits

ENC 1101 Composition I, must complete with a "C" or better ***** **- 3 credits**

ENC 1102 Composition II, must complete with a "C" or better **- 3 credits**

Additional Communication General Education Course **- 3 credits**

Core Humanities General Education Course **- 3 credits**

Writing intensive Humanities course, must pass with a "C" or better **-3 credits**

Core Social Sciences General Education Course **- 3 credits**

Writing intensive social sciences course, must pass with a "C" or better **-3 credits**

Any Social Sciences General Education Course **-3 credits**

Core Mathematics General Education Course, must pass with a "C" or better ****** **- 3 credits**

Any Mathematics General Education Course , must pass with a "C" or better **- 3 credits**

Core Natural Sciences General Education Course with laboratory ******* **- 3 credits**

Any Natural Sciences General Education Course with corresponding laboratory **- 3 credits**

According to Rule 6A-14.0303

***** "Any student who successfully completes a course with an ENC prefix for which ENC X101 is an immediate prerequisite shall be considered to have completed the communication core."

****** *"Any student who successfully completes a mathematics course for which one (1) of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core."*

******* *"Any student who successfully completes a natural science course for which one ( 1) of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core."*

## Complete list of all FSW General Education Courses

### COMMUNICATIONS CATEGORY

#### Required Core Communication General Education Courses

- ENC 1101 - Composition I **3 credits , writing intensive - must complete with a "C" or better**
- ENC 1102 - Composition II **3 credits , writing intensive - must complete with a "C" or better**
- LIN 1670 - Basic English Grammar **1 credit**
- ENG 2061 - English Grammar: Usage and Mechanics **2 credits**
  **Note:** Transfer students with quarter system credits may be required to take LIN 1670 or ENG 2061

Additional Communication General Education Courses

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
- SPC 2608 - Introduction to Public Speaking **3 credits**

## HUMANITIES CATEGORY

Core Humanities General Education Courses

- ARH 1000 - Art Appreciation **3 credits**
- HUM 2020 - Introduction to Humanities **3 credits , writing intensive**
- LIT 2000 - Introduction to Literature (I) **3 credits , writing intensive**
- MUL 1010 - Music Appreciation (I) **3 credits**
- PHI 2010 - Introduction to Philosophy **3 credits**
- THE 1000 - Theatre Appreciation (I) **3 credits**

Additional Humanities General Education Courses

- AML 2010 - Literature of the United States I, to 1860 **3 credits , writing intensive**
- AML 2020 - Literature of the United States II, 1860 to Present **3 credits , writing intensive**
- ARH 1050 - History of Art I- (I) **3 credits**
- ARH 1051 - History of Art II- (I) **3 credits**
- ENL 2012 - British Literature and Culture I, to 1780 (I) **3 credits , writing intensive**
- ENL 2022 - British Literature and Culture II, 1780 to Present (I) **3 credits , writing intensive**
- FIL 1000 - Film Appreciation (I) **3 credits**
- FIL 2001 - American Cinema **3 credits**
- HUM 2211 - Studies in Humanities: The Ancient World through the Medieval Period- (I) **3 credits , writing intensive**
- HUM 2235 - Studies in Humanities: The Renaissance through the Age of Reason- (I) **3 credits , writing intensive**
- HUM 2250 - Studies in Humanities: The Romantic Era to the Present- (I) **3 credits , writing intensive**
- HUM 2510 - Studies in Humanities: Humanities through the Arts- (I) **3 credits , writing intensive**
- HUM 2930 - Studies in Humanities: Great Human Questions- (I) **3 credits , writing intensive**
- IDS 2930 - Special Topics in Arts and Sciences- (I) **3 credits , writing intensive**
- LIT 2110 - World Literature I- (I) **3 credits**

- LIT 2120 - World Literature II- (I) **3 credits**
- PHI 2100 - Introduction to Logic **3 credits**
- PHI 2103 - Critical Thinking **3 credits**
- PHI 2600 - Ethics **3 credits**
- REL 2300 - World Religions- (I) **3 credits**
- THE 2100 - Theatre History and Literature **3 credits**

## SOCIAL SCIENCES CATEGORY

### Core Social Sciences General Education Courses

- AMH 2020 - Introductory Survey Since 1877 **3 credits**
- ECO 2013 - Principles of Macroeconomics **3 credits**
- POS 2041 - American National Government **3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**
- SYG 1000 - Principles of Sociology **3 credits**

### Additional Social Sciences General Education Courses

- WOH 1012 - History of World Civilization to 1500- (I) **3 credits , writing intensive**
- WOH 1023 - History of World Civilization 1500 to 1815- (I) **3 credits , writing intensive**
- WOH 1030 - History of World Civilization 1815 to Present- (I) **3 credits , writing intensive**
- AMH 2010 - History of the United States to 1877 **3 credits**
- AMH 2070 - Florida History **3 credits**
- AMH 2091 - African-American History- (I) **3 credits**
- ANT 1410 - Introduction to Cultural Anthropology- (I) **3 credits**
- ANT 1511 - Introduction to Physical Anthropology **3 credits**
- CLP 1001 - Personal and Social Adjustment **3 credits**
- CPO 2001 - Comparative Politics **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**
- ECO 2023 - Principles of Microeconomics **3 credits**
- INR 2002 - International Relations- (I) **3 credits**
- INR 2500 - Model United Nations (I) **3 credits**
- POS 2112 - American State and Local Politics **3 credits**
- PSY 2862 - Psychology of Leadership **3 credits**
- SOP 2770 - Introduction to Human Sexuality (I) **3 credits**

- SYG 1010 - Contemporary Social Problems **3 credits**

## MATHEMATICS CATEGORY

### Core Mathematics General Education Courses

- MAC 1105 - College Algebra **3 credits**
- MAC 2311 - Calculus with Analytic Geometry I **4 credits**
- MGF 1106 - Mathematics for Liberal Arts I **3 credits**
- MGF 1107 - Mathematics for Liberal Arts II **3 credits**
- STA 2023 - Statistical Methods I **3 credits**

### Additional Mathematics General Educational Courses

- MAC 1106 - Combined College Algebra/Pre-Calculus **5 credits**
- MAC 1114 - Trigonometry **3 credits**
- MAC 1140 - Pre-Calculus Algebra **3 credits**
- MAC 1147 - Pre-Calculus Algebra/Trigonometry **5 credits**
- MAC 2233 - Calculus for Business and Social Sciences I **4 credits**
- MAC 2312 - Calculus with Analytic Geometry II **4 credits**
- MAC 2313 - Calculus with Analytic Geometry III **4 credits**
- MAP 2302 - Differential Equations I **4 credits**

## NATURAL SCIENCES CATEGORY

### Core Natural Sciences General Education Courses

- AST 2002C - Astronomy **4 credits**
- BSC 1005C - General Biology **4 credits**

- BSC 1010 - Biological Science I **3 credits**

and

- BSC 1010L - Biological Science I Laboratory **1 credit**

- BSC 1093C - Anatomy and Physiology I **4 credits**
- CHM 1020C - Chemistry for a Sustainable Future **4 credits**

- CHM 2045 - General Chemistry I **3 credits**
  and
- CHM 2045L - General Chemistry I Laboratory **1 credit**

- EVR 1001C - Introduction to Environmental Science **3 credits**
- PHY 1020C - Fundamentals of the Physical World **3 credits**

- PHY 2048 - General Physics I **4 credits**
  and
- PHY 2048L - General Physics I Laboratory **1 credit**

- PHY 2053 - College Physics I **4 credits**
  and
- PHY 2053L - College Physics I Laboratory **1 credit**

Additional Natural Sciences General Education Courses

- AST 2003C - Astronomy: The Solar System **4 credits**
- AST 2004C - Astronomy: Stars, Galaxies, and Cosmology **4 credits**

- BSC 1011 - Biological Science II **3 credits**
  and
- BSC 1011L - Biological Science II Laboratory **1 credit**

- BSC 1050C - Environmental Biology: Our Global Environment **3 credits**
- BSC 1051C - Environmental Biology: Southwest Florida Ecosystems **3 credits**
- BSC 1084C - Anatomy and Physiology **4 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**
- BSC 2008C - The Biology of Behavior **3 credits**

- CHM 2025 - Introduction to College Chemistry **3 credits**
  and
- CHM 2025L - Introduction to College Chemistry Laboratory **1 credit**

- CHM 2032 - General Chemistry for the Health Sciences **3 credits**
  and
- CHM 2032L - General Chemistry for the Health Sciences Lab **1 credit**

- CHM 2046 - General Chemistry II **3 credits**

and

- CHM 2046L - General Chemistry II Laboratory **1 credit**

- GLY 1010C - Physical Geology **4 credits**
- GLY 1100C - Historical Geology **4 credits**
- ISC 1001C - Foundations of Interdisciplinary Science I **3 credits**
- ISC 1002C - Foundations of Interdisciplinary Science II **3 credits**
- OCB 1000C - The Living Ocean **3 credits**

- OCB 2010 - Marine Biology **3 credits**
  and
- OCB 2010L - Marine Biology Laboratory **1 credit**

- OCE 1001C - Introduction to Oceanography **3 credits**

- PHY 1007 - Physics for the Health Sciences **3 credits**
  and
- PHY 1007L - Physics for the Health Sciences Laboratory **1 credit**

- PHY 2049 - General Physics II **4 credits**
  and
- PHY 2049L - General Physics II Laboratory **1 credit**

- PHY 2054 - College Physics II **4 credits**
  and
- PHY 2054L - College Physics II Laboratory **1 credit**

# School of Arts, Humanities and Social Sciences

The School of Arts, Humanities and Social Sciences supports all degree and certificate programs of study offered at Florida SouthWestern State College. Through a broad curriculum, the SoAHSS provides high-quality teaching and learning experiences that are accessible and affordable, and prepares students to achieve the majority of their general education competencies.

Within a culturally and artistically rich academic environment, our students develop the abilities to communicate effectively, think critically, use technology, and apply scientific principles and methods. Our core course offerings promote awareness and understanding of the complexities of the human condition while nurturing the ability of our students to explore history, society, and culture from multiple vantage points. Through the development of these skills, we prepare our students to engage challenges and embrace opportunities in the workforce, in the community, and in the world.

The interdisciplinary scope of the School, as well as its focus on expressions of the human experience, prepares students for the diversity of the world in which we live. The School is committed to promoting respect for the uniqueness of every individual, while demonstrating through our coursework the commonalities that unite humanity.

The School ardently serves as an economic, cultural and civic beacon in our community, while our fine and performing arts programs underscore our commitment to contribute to the rich and diverse cultural life of our community.

## Mission

The mission of the School of Arts, Humanities and Social Sciences is to foster the development of strong intellectual and practical skills in reading, writing, speaking, listening and thinking that will allow our students to become informed, responsible, and active participants in a global society.

### Vision

The vision of the School of Arts, Humanities and Social Sciences is to provide an exemplary teaching and learning environment that creates an enthusiastic community of learners who can think and interact critically and creatively as global citizens and lifelong learners.

## Associate in Arts, AA

## 60 Credits

The Associate in Arts degree is a total of 60 credits to include 36 general education credits available through the School of Arts, Humanities, and Social Sciences and the School of Pure and Applied Sciences. Students must refer to the Florida SouthWestern State College General Education Program Guide for the selection of appropriate general education courses. The 24 remaining credits are electives and may come from any discipline area as long as the course is not designated as an Associate in Science (AS) course.

### Required General Education Courses for the Associate in Arts: minimum 36 credits

ENC 1101 Composition I, must complete with a "C" or better ***** - **3 credits**

ENC 1102 Composition II, must complete with a "C" or better **- 3 credits**

Additional Communication General Education Course **- 3 credits**

Core Humanities General Education Course **- 3 credits**

Writing intensive Humanities course, must pass with a "C" or better **-3 credits**

Core Social Sciences General Education Course **- 3 credits**

Writing intensive social sciences course, must pass with a "C" or better **-3 credits**

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Any Mathematics General Education Course , must pass with a "C" or better **- 3 credits**

Core Natural Sciences General Education Course with laboratory ***** - 3 credits**

Any Natural Sciences General Education Course with corresponding laboratory **- 3 credits**

According to Rule 6A-14.0303

** "Any student who successfully completes a course with an ENC prefix for which ENC X101 is an immediate prerequisite shall be considered to have completed the communication core."*

****** *"Any student who successfully completes a mathematics course for which one (1) of the general education core course options in mathematics is an immediate prerequisite shall be considered to have completed the mathematics core."*

******* *"Any student who successfully completes a natural science course for which one ( 1) of the general education core course options in natural science is an immediate prerequisite shall be considered to have completed the natural science core."*

## Elective Courses: 24 Credit Hours

Students are encouraged to select elective courses that complement their major or program area of interest. Additional courses in all General Education content areas (such as communications, humanities, social behavioral sciences, mathematics, and natural sciences) can fulfill general elective hours. Additionally, students can select courses in disciplines such as accounting, business, computers and technology, criminal justice, early childhood, education, law and public service, marketing and management. Consult the Course Descriptions section of the Catalog for additional course information.

Students are encouraged to see an academic advisor to review program prerequisites and to review common course prerequisites for baccalaureate program areas (also available through Florida Virtual Campus at www.floridashines.org).

EAP college-level coursework (EAP 1500 and above) is limited to 6 credit hours within the 24 credit-hour electives for the AA degree.

## Other Associate in Arts Information and Requirements

**Foreign Language Competency Requirement**

In accordance with Florida Statute 1007.25, students initially entering a Florida College System Institution in 2014-2015 and thereafter must demonstrate competency in foreign language pursuant to guidelines set in Florida Statute 1007.262.

The Foreign Language Competency Requirement may be met by:

- 2 years of the same High School Foreign Language, or
- Documented foreign language proficiency through testing, or
- 2 semesters of the same College Level Foreign Language (level II proficiency), or
- Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

Students should check with their Academic Advisor for additional information, or if they are unsure whether they have already met this requirement.

## Writing Intensive Courses:

The following courses satisfy the writing requirement of 4,000 words each. Each student must successfully take 12 semester hours of coursework demonstrating college level writing skills with a grade of "C" or higher (Florida Administrative Code 6A-10.030(2)(a)).

- AML 2010 - Literature of the United States I, to 1860 **3 credits**
- AML 2020 - Literature of the United States II, 1860 to Present **3 credits**
- CRW 2001 - Creative Writing I **3 credits**
- CRW 2002 - Creative Writing II **3 credits**
- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**
- ENL 2012 - British Literature and Culture I, to 1780 (I) **3 credits**

- ENL 2022 - British Literature and Culture II, 1780 to Present (I) **3 credits**
- HUM 1950 - Humanities Study Tour- (I) **3 credits**
- HUM 2020 - Introduction to Humanities **3 credits**
- HUM 2211 - Studies in Humanities: The Ancient World through the Medieval Period- (I) **3 credits**
- HUM 2235 - Studies in Humanities: The Renaissance through the Age of Reason- (I) **3 credits**
- HUM 2250 - Studies in Humanities: The Romantic Era to the Present- (I) **3 credits**
- HUM 2510 - Studies in Humanities: Humanities through the Arts- (I) **3 credits**
- HUM 2930 - Studies in Humanities: Great Human Questions- (I) **3 credits**
- HUM 2950 - Humanities Study Tour- (I) **3 credits**
- IDS 2930 - Special Topics in Arts and Sciences- (I) **3 credits**
- LIT 2000 - Introduction to Literature (I) **3 credits**
- WOH 1012 - History of World Civilization to 1500- (I) **3 credits**
- WOH 1023 - History of World Civilization 1500 to 1815- (I) **3 credits**
- WOH 1030 - History of World Civilization 1815 to Present- (I) **3 credits**

## Previously Earned Associate in Arts or Baccalaureate Degrees

- Students who have previously earned an Associate in Arts or a Baccalaureate degree from a Florida College System or a Florida State University System institution are considered to have met the General Education Requirements of a Florida SouthWestern State College associate or baccalaureate degree.
- Students who have previously earned an Associate in Arts or a Baccalaureate degree from a college or university outside the State of Florida will be reviewed on a case-by-case basis to determine which courses will meet the 36 hour general education and electives requirements.

# Associate in Arts, Focus in Associate in Science, Cardiovascular Technology

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

## General Education courses that must be completed before the application deadline for the AS, Cardiovascular Technology Program

- ENC 1101 - Composition I **3 credits** , must pass with a "C" or better

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**

- Core Mathematics General Education Course **- 3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

Additional General Education and Program Specific Requirements courses considered for application to the AS, Cardiovascular Technology Program (see program application)

### General Education Courses

- Core Humanities General Education Course **or** Writing Intensive Humanities course, must pass with a "C" or better - **3 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**

### Program Specific Requirements

- MCB 2010C - Microbiology **4 credits**
- PHY 1007 - Physics for the Health Sciences **3 credits**
- CHM 2032 - General Chemistry for the Health Sciences **3 credits**
- CHM 2032L - General Chemistry for the Health Sciences Lab **1 credit**

### Remaining General Education Courses required to complete the AA degree

- ENC 1101 - Composition I **3 credits**
- Additional Communication General Education Course - **3 credits**
- Writing Intensive Social Sciences course, must pass with a "C" or better - **3 credits**
- Any Social Sciences General Education Course - **3 credits**
- Any Mathematics General Education Course - **3 credits**

### Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course - **14 credits**

## Total Credits 60

## Associate in Arts, Focus in Associate in Science, Dental Hygiene

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the

Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

## General Education and Program Specific Requirements that must be completed before the application deadline for the AS, Dental Hygiene Program

*Choose three from the list below of General Education and Program Specific Courses*

### General Education

- BSC 1093C - Anatomy and Physiology I **4 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**

### Program Specific Requirements

- MCB 2010C - Microbiology **4 credits**
- Any General Education Chemistry Lecture **- 3 credits** and
- General Education Chemistry Corresponding lab **- 1 credit**

### Additional General Education and Program Specific Requirements courses considered for application to the AS, Dental Hygiene Program (see program application)

- ENC 1101 - Composition I **3 credits** , must complete with a "C" or better

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**
- Core Mathematics General Education Course or Any Mathematics General Education Course **- 3 credits**
- Core Humanities General Education Course or Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**

### Remaining General Education Courses required to complete the AA degree

- ENC 1102 - Composition II **3 credits** , must pass with a "C" or better
- Core Humanities General Education Course or Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**
- Writing Intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any General Education Social Science course **- 3 credits**

- Any Mathematics General Education course **- 3 credits**

### Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course **- 14 credits**

## Total Credits 60

## Associate in Arts, Focus in Associate in Science, Health Information Technology

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

### General Education and Program Specific Requirements that must be completed or in progress before the application deadline for the AS, Health Information Technology Program

### General Education

- ENC 1101 - Composition I **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- Core Humanities General Education Course, **or** Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**

- MAC 1105 - College Algebra **3 credits**
  **or**
- STA 2023 - Statistical Methods I **3 credits**

- BSC 1084C - Anatomy and Physiology **4 credits**

### Program Specific Requirements

- CGS 1100 - Computer Applications for Business **3 credits**
- HIM 1430 - Principles of Disease - AS **2 credits**
- HSA 1100 - Orientation to Healthcare – AS **3 credits**
- HSC 1531 - Medical Terminology **3 credits**

### Remaining General Education Courses required to complete the AA degree

- ENC 1102 - Composition II **3 credits**
- Core Humanities General Education Course or Writing Intensive Humanities course, must pass with a "C" or better - **3 credits**
- Writing Intensive Social Sciences course, must pass with a "C" or better - **3 credits**
- Any Social Sciences General Education Course - **3 credits**
- Any Mathematics General Education Course - **3 credits**
- Core Science General Education Course - **3 credits**

### Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course - **12 credits**

## Total Credits 60

## Associate in Arts, Focus in Associate in Science, Nursing Entry Level

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

### General Education courses that must be completed by the application deadline for the AS, Nursing Entry Level Program

- STA 2023 - Statistical Methods I **3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

### Additional General Education and Program Specific Requirements courses considered for application to the AS, Nursing Entry Level Program (see program application)

- ENC 1101 - Composition I **3 credits** , must complete with a "C" or better
- Core Humanities General Education course, **or** Writing intensive Humanities course, must pass with a "C" or better - **3 credits**

- DEP 2004 - Human Growth and Development **3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**

- BSC 1094C - Anatomy and Physiology II **4 credits**
- HUN 1201 - Human Nutrition **3 credits**
- MCB 2010C - Microbiology **4 credits**

### Remaining General Education Courses required to complete the AA degree

- ENC 1102 - Composition II **3 credits** , must complete with a "C" or better

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- Core Humanities General Education Course or Writing Intensive Humanities course, must pass with a "C" or better - **3 credits**
- Writing Intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Mathematics General Education Course - **3 credits**

### Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course **- 15 credits**

## Total Credits 60

## Associate in Arts, Focus in Associate in Science, Nursing Program, LPN to RN Transition

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

### General Education courses that must be completed by the application deadline for the AS, Nursing Program, LPN to RN Transition

- ENC 1101 - Composition I **3 credits** , must pass with a "C" or better

- STA 2023 - Statistical Methods I **3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**

## Additional General Education and Program Specific Requirements courses considered for application to the AS, Nursing Program, LPN to RN Transition (see program application)

- DEP 2004 - Human Growth and Development **3 credits**
- Core Humanities General Education Course, **or** Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**

- HUN 1201 - Human Nutrition **3 credits**
- MCB 2010C - Microbiology **4 credits**

## Remaining General Education Courses required to complete the AA degree

- ENC 1102 - Composition II **3 credits** , must complete with a "C" or better

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- Core Humanities General Education Course, **or** Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**
- Writing Intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Mathematics General Education Course **- 3 credits**

## Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course **- 15 credits**

**Total Credits 60**

### Associate in Arts, Focus in Associate in Science, Radiologic Technology

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

## General Education courses that must be completed before the application deadline for the AS, Radiologic Technology Program

- MAC 1105 - College Algebra **3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

## Additional General Education and Program Specific Requirement courses considered for application to the AS, Radiologic Technology Program (see program application)

### General Education

- ENC 1101 - Composition I **3 credits** , must complete with a "C" or better
- Core Humanities General Education Course, **or** Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**
- PSY 2012 - Introduction to Psychology **3 credits**

### Program Specific Requirement

- Any CGS Course **- 3 credits**

### Remaining General Education Courses required to complete the AA degree

- ENC 1102 - Composition II **3 credits** , must pass with a "C" or better
- Additional Communication General Education Course **- 3 credits**
- Writing Intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Social Sciences General Education Course **- 3 credits**
- Any Mathematics General Education Course **- 3 credits**

### Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course **- 22 credits**

**Total Credits** **60**

# Associate in Arts, Focus in Associate in Science, Respiratory Care

An Associate in Arts (AA) to Associate in Science (AS) focus guides students to complete the correct courses to apply to a limited access, AS degree program. However, if students are not admitted to a limited access degree program, completing the Associate in Arts is still possible by completing the courses in any AA to AS focus. All students considering a limited access program should review the AS application for all the requirements needed and for the appropriate time to apply to a program. It is important to note that students are not required to complete the AA degree to apply to an AS, limited access program.

## General Education courses that must be completed before the application deadline for the AS, Respiratory Care Program

- ENC 1101 - Composition I **3 credits** , must pass with a "C" or better
- Core Mathematics General Education Course **- 3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**

## Additional General Education and Program Specific Requirements courses considered for application to the AS, Respiratory Care Program (see program application)

### General Education

- BSC 1094C - Anatomy and Physiology II **4 credits**
- Core Humanities General Education Course, or Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**

### Program Specific Requirements

- CHM 2032 - General Chemistry for the Health Sciences **3 credits**
- CHM 2032L - General Chemistry for the Health Sciences Lab **1 credit**
- PHY 1007 - Physics for the Health Sciences **3 credits**
- MCB 2010C - Microbiology **4 credits**

### Remaining General Education Courses required to complete the AA degree

- ENC 1102 - Composition II **3 credits** , must pass with a "C" or better
- Additional Communication General Education Course **- 3 credits**

- Writing Intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Social Sciences General Education Course **- 3 credits**
- Any Mathematics General Education Course **- 3 credits**

## Remaining Elective credits required to complete the AA degree

- Any 1000 or 2000 level course **- 14 credits**

**Total Credits** **60**

# Audio Technology Certificate, CCC

*(Enrollment in this program opens January 2016)*

## Purpose

This certificate program will prepare students for employment in the music and entertainment industry as technicians/specialists in music recording, audio hardware and software utilization, digital audio production, editing, and mastering. The program also provides supplemental training for persons previously or currently employed in music, entertainment or related occupations. Graduates of this program can potentially obtain employment as recording technicians/engineers, sound technicians in live or studio positions, audio editors/designers in various music-related fields. These could include broadcast media, motion picture trades and other multimedia-based areas.

## Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## Audio Technology Certificate Requirements

*Students must choose 15 credits from the following:*

- DIG 2251C - Digital Audio I **3 credits**
- DIG 2280C - Digital Video and Sound **3 credits**
- DIG 2284C - Advanced Digital Video and Sound **3 credits**

- MUM 2600C - Basic Audio Recording Tech **3 credits**
- MUM 2601C - Recording Techniques II **3 credits**
- MUM 2604C - Multi-track Mixdown Techniques **3 credits**
- MUS 2360 - Introduction to Technology in Music **3 credits**

Total Certificate Requirements: 15 Credit Hours

# School of Pure and Applied Sciences

The School of Pure and Applied Sciences supports Florida SouthWestern State College's Associate of Arts Degree by offering a rigorous curriculum in math and science. A student's successful completion of the general education and discipline-specific aspects of the degree establishes a foundation for lifelong learning and prepares the student to be a thoughtful, informed, global citizen. This educational experience fosters academic excellence, interdisciplinary dialog, respect for self and others, and social responsibility.

## Mission

The mission of the School of Pure and Applied Sciences is to prepare students to develop strong intellectual and practical skills in math and science, to demonstrate effectively the ability to apply knowledge and skills in real-world settings in order to deal with complex, diverse, and capacious civic issues, and to develop a sense of social responsibility. Our purpose is to enrich our students' program-related knowledge, expand their educational opportunities, help them acquire transferable and lifelong learning and workplace skills, and inspire them to pursue rewarding careers and be actively involved in our democracy as well-informed citizens. To support this mission, the School is committed to providing professional development opportunities for its faculty, rigorous curriculum reviews, and quality teaching and learning opportunities for our students.

## Vision

The vision of the School of Pure and Applied Sciences is to provide the highest quality academic learning opportunities for students in the areas of math and science, steeped in challenging undergraduate scholarship, excellent teaching, and an informed commitment to serving the community in order to strengthen the welfare of our democracy.

# School of Business and Technology

## Mission

The mission of the School of Business and Technology at Florida SouthWestern State College is to provide high quality, innovative, applicable, and inspirational educational programs that provide a diverse population of students the academic and career skills necessary to compete in the local workforce and the global economy.

## Vision

The vision of the School of Business and Technology at Florida SouthWestern State College is to gain national recognition for its Certificate, Associate in Science, and Bachelor in Applied Science programs through a higher level of academic and technical excellence.

## Introduction

The School of Business and Technology houses some of the most diverse Workforce Education and academic program offerings at the college, including College Credit Certificate (CCC) programs, Associate in Science (AS) degree programs, and Bachelor of Applied Science (BAS) degree programs. Disciplines include Accounting, Business, Computer Science, Architecture, Civil Engineering, Criminal Justice, Crime Scene, Paralegal, and Public Safety Administration.

Our programs are relevant, challenging, and designed to help equip you with the kind of education that is in demand by many employers today. Our programs help students train for fields in a variety of areas, many of which are found in the High Skill, High Wage (HSHW) category on the regional Targeted Occupations List. Some example of occupational titles for which you will find related educational programs at the School of Business and Technology include the following:

- Architectural and Civil Drafters
- Civil Engineering Technicians
- Computer Software Engineers
- Computer Support Specialists
- Computer Systems Analysts
- Correctional Officers
- General and Operations Managers
- Network and Computer Systems Administrators
- Paralegals and Legal Assistants
- Police and Sheriff's Patrol Officers
- Public Safety Administrators
- Surveying and Mapping Technicians

The School of Business and Technology is committed to providing excellence in education and helping our students build professional skills through continuously updated curricula and modern facilities and technology across all programs. The faculty members within the School are all highly academically qualified to teach in their fields and must hold at least a master's degree, with many holding doctorates. The overwhelming majority of the members of the faculty are past or present practitioners in their respective industries. In addition to bringing real-world relevance into the classroom, our professors are also actively engaged in educational projects, service to the college, and service to the community.

**Information is available online at:** www.fsw.edu/academics **or on the School of Business and Technology Home Page at:** www.fsw.edu/sobt

# Public Safety Administration, BAS

## Purpose

The Bachelor of Applied Science in Public Safety Administration (BAS PSAD) is designed to prepare individuals to be leaders and administrators in public safety related professions. Students enrolling in the program bring a variety of safety and security backgrounds to enrich the educational experience, including legal studies and law enforcement, corrections, fire science, and emergency medical services. The program provides a career and educational pathway for students who have earned an Associate in Science degree in a Public Safety discipline or an Associate in Arts with electives chosen from the Public Safety field.

## Program Structure

The BAS PSAD program includes courses in public administration, strategic planning, finance and budgeting, human resource management, and homeland security. Courses are offered online or in a blend of online and traditional formats, in an accelerated eight-week fashion, to accommodate students' varying schedules and learning preferences.

- **Degree Requirements:** 120 credit hours
- **General Education Core Requirements:** minimum of 36 credit hours
- **Additional Lower Division Program Requirements:** minimum of 45 credit hours with at least 12 of the required credits in a Public Safety discipline (courses with the following prefixes: BUL, CCJ, CJC, CJE, CJJ, CJL, CJT, EMS, FFP, PLA, PSE, and/or other Public Safety courses that may transfer from another college or university)
- **Baccalaureate Program Requirements:** 39 credit hours

## Admission Requirements

1. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. Applicants must have earned:
    1. Associate in Science degree in Criminal Justice Technology, Emergency Medical Services, Fire Science Technology, Paralegal Studies, or Crime Scene Technology (or a related public safety field) from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

        **OR**

    2. Associate degree or higher, which includes the completion of Florida State General Education Core Requirements. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may apply for admission. Such applicants must complete 12 credit hours in one of the following content areas. Students are permitted to take these 12 credit hours following admission to the BAS PSAD within their first 12 credit hours of enrollment:
        1. Criminal Justice
        2. Crime Scene Technology
        3. Paralegal Studies
        4. Fire Science
        5. Emergency Medical Services
        6. A combination of the above content areas upon recommendation by the BAS Admissions Committee or approval by the appropriate academic Dean.

            **OR**

    3. Associate degree or higher, which includes the completion of the State of Florida General Education Core Requirements. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may apply for admission. Such applicants must have one of the following current certifications:
        1. Active national or state firefighter certification
        2. Active National Registry or Florida Emergency Medical Technician-Basic or Paramedic certification
        3. Active national or state eligible certification in law enforcement or corrections
        4. Previous certification which includes at least four years demonstrated work experience in one of the following:
            1. National or state firefighter certification
            2. National Registry or state firefighter certification
            3. National or state certification in law enforcement or corrections.
4. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.
5. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of Admissions.

## Requirements to Enroll in Baccalaureate (3000 or 4000) Courses

1. Upon admission to the BAS program, students must attend a required orientation session prior to enrollment in baccalaureate courses.
2. Students must complete ENC 1101 - Composition I, ENC 1102 - Composition II, and three credit hours of approved mathematics prior to enrollment in any baccalaureate courses (3000 or 4000 level) with a grade of C or higher. (Refer to the General Education Program Guide )
3. Students who are accepted under admission requirement 3.B. above must complete 12 credit hours in a single public safety discipline, or a combination of courses as approved by the appropriate academic dean, prior to enrollment in upper division courses.
4. Students must meet program criteria, defined below, prior to enrollment in PAD 4878 - Public Safety Administration Capstone. PAD 4878 must be completed through Florida SouthWestern State College and is not eligible for cross-enrollment.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill baccalaureate program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using Florida Virtual Campus: www.floridashines.org .
6. Students who have not fulfilled the State of Florida general education core requirements must complete them. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida community college or Baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in PAD 4878 - Public Safety Administration Capstone, students must have all general education and degree core courses completed.
7. Students who have previously earned an Associate in Arts or a Baccalaureate degree from a college or university outside the State of Florida will be reviewed on a case-by-case basis to determine which courses will meet the 36 hour General Education Requirements. Students must have earned equivalent credit hours in each General Education category (i.e., 6 hours of Humanities, 9 hours of Social Sciences, etc.).
8. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in PAD 4878 - Public Safety Administration Capstone, students must have all general education and degree core courses completed.

## Priority Application Deadlines

- Fall Term - August 1
- Spring Term - December 1
- Summer Term - April 1

## Graduation Requirements

1. Students must satisfactorily complete 120 credit hours to be eligible for graduation. For residency purposes, a minimum of 30 baccalaureate (3000 or 4000 level) program credit hours required for graduation must be completed at Florida SouthWestern State College. All other specific degree requirements must also be met. Credit awarded for Developmental Studies instruction may not be applied toward the total number of credits required for residency purposes or graduation.
2. Students must complete the State of Florida General Education Core Requirements, including any assessment of General Education outcomes that are required by the College. Transfer courses will be reviewed for equivalency. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida College or baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree.
3. The Foreign Language Competency Requirement may be met by:
    - 2 years of the same High School Foreign Language, or
    - Documented foreign language proficiency through testing (for example, CLEP)

- 2 semesters of the same College Level Foreign Language (level II proficiency), or
- Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

4. Students must fulfill all requirements of their program major.
5. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale.
6. Students must earn a grade of C or higher in all baccalaureate (3000 or 4000 level) program requirements.
7. Students must successfully complete the Capstone Post Course Exit Exam (minimum grade of 70%) as part of the fulfillment of the graduation requirement.
8. Students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 4000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## General Education Core Requirements: minimum of 36 Credit Hours

**Refer to the FSW** *General Education Program Guide*

### Communications Category: 9 Credits Required

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive - must complete with a "C" or better

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

### Humanities Category: 6 Credits Required

- Core Humanities General Education course - **3 credits**
- Writing intensive Humanities course, must pass with a "C" or better - **3 credits**

### Social Sciences Category: 9 Credits Required

- Core Social Sciences General Education course - **3 credits**
- Writing intensive Social Sciences course, must pass with a "C" or better - **3 credits**
- Any Social Sciences General Education course - **3 credits**

### Mathematics Category: 6 Credits Required

- Core Mathematics General Education course - **3 credits**
- Any Mathematics General Education course - **3 credits**

## Natural Sciences Category: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3 credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3 credits**

## Additional Lower Division Program Requirements: minimum of 45 Credit Hours

- Minimum of 45 credit hours of approved electives numbered 1000-4999, to include a minimum of 12 credit hours of lower division Public Safety electives numbered 1000-2999, with the following course prefixes:
- BUL, CCJ, CJC, CJE, CJJ, CJL, CJT, EMS, FFP, PLA, PSE, and/or other Public Safety courses that may transfer from another college or university.

## Baccalaureate Program Requirements: 39 Credit Hours

### Degree Core: 33 Credit Hours

- PAD 3003 - Introduction to Public Administration **3 credits**
- PAD 3113 - Executive Leadership **3 credits**
- PAD 3204 - Financial Management in the Public Sector **3 credits**
- PAD 3393 - Principles of Crisis and Emergency Management **3 credits**
- PAD 3711 - Technology in the Public Sector **3 credits**
- PAD 3820 - Public Safety System Integration **3 credits**
- PAD 3874 - Community Relations - Theory and Practice **3 credits**
- PAD 4034 - Public Policy **3 credits**
- PAD 4332 - Strategic and Operational Planning **3 credits**
- PAD 4414 - Human Resources in Public Service **3 credits**
- PAD 4878 - Public Safety Administration Capstone **3 credits** *

  * Public Safety Administration Capstone, required final course, must be taken in the last semester and must be completed at Florida SouthWestern State College.

### Baccalaureate Electives: 6 Credit Hours

Choose 6 credit hours (two courses) from the following baccalaureate course prefixes (3000 or 4000 level): ACG, DSC, FIN, GEB, ISM, MAN, MAR, MNA, PAD, or PSE.

## Total Degree Requirements: 120 Credit Hours

**Information is available online at: www.fsw.edu/academics or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Supervision and Management, BAS

## Purpose

The Bachelor of Applied Science (BAS) in Supervision and Management program is designed to prepare individuals as managerial and supervisory personnel in a variety of professions. The program provides a career and educational pathway for students who have earned an Associate in Science degree in business, accounting, or other professional and technical disciplines. This degree also provides an excellent opportunity for individuals with an Associate in Arts degree and interest or experience in acquiring leadership, business, management, and supervisory skills for professional development.

## Program Structure

The BAS in Supervision and Management program includes courses in leadership, strategic planning, accounting, finance and budgeting, human resource management, business ethics, marketing and international business. Elective choices include additional courses in management, information technology, entrepreneurship, and accounting. Courses are offered in online or blended formats, with most courses offered in an accelerated eight-week fashion, to accommodate students' various schedules and learning preferences.

- **Degree Requirements:** 120 Credit Hours
- **General Education Core Requirements:** minimum of 36 Credit Hours
- **Additional Lower Division Program Requirements:** minimum of 42 Credit Hours
- **Baccalaureate Program Requirements:** 42 Credit Hours

## Admission Requirements

1. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. Applicants must have earned an:

   Associate in Science degree from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

   **OR**

   Associate in Arts degree, which includes the completion of the State of Florida General Education Core Requirements.

4. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may also apply for admission.
5. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.
6. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Admissions.

## Requirements to Enroll in Baccalaureate (3000 or 4000) Courses

1. Upon admission to the BAS program, students must attend a required orientation session prior to enrollment in baccalaureate courses.

2. Students must complete ENC 1101 - Composition I, ENC 1102 - Composition II, and three credit hours of approved mathematics prior to enrollment in any baccalaureate courses (3000 or 4000 level) with a grade of C or higher. **(Refer to the FSW General Education Program Guide )**
3. Students must complete MAN 2021 - Management Principles, during the **first term** of enrollment if not previously completed.
4. Students must meet program criteria, defined below, prior to enrollment in MAN 4723 -Strategic Management Capstone. MAN 4723 must be completed through Florida SouthWestern State College and is not eligible for cross-enrollment.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill baccalaureate program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using Florida Virtual Campus: www.floridashines.org/.
6. Students who have not fulfilled the State of Florida general education core requirements must complete them. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida community college or Baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in MAN 4723 -Strategic Management Capstone, students must have all general education courses completed.
7. Students who have previously earned an Associate in Arts or a Baccalaureate degree from a college or university outside the State of Florida will be reviewed on a case-by-case basis to determine which courses will meet the 36 hour General Education Requirements. Students must have earned equivalent credit hours in each General Education category (i.e., 6 hours of Humanities, 9 hours of Social Sciences, etc.).
8. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in MAN 4723 - Strategic Management Capstone, students must have all general education courses completed.

## Graduation Requirements

1. Students must satisfactorily complete 120 credit hours to be eligible for graduation. For residency purposes, a minimum of 30 baccalaureate (3000 or 4000 level) program credit hours required for graduation must be completed at Florida SouthWestern State College. All other specific degree requirements must also be met. Credit awarded for Developmental Studies instruction may not be applied toward the total number of credits required for residency purposes or graduation.
2. Students must complete the State of Florida General Education Core Requirements, including any assessment of General Education outcomes that are required by the College. Transfer courses will be reviewed for equivalency. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida College or baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree.
3. The Foreign Language Competency Requirement may be met by:
    - 2 years of the same High School Foreign Language, or
    - Documented foreign language proficiency through testing (for example, CLEP)
    - 2 semesters of the same College Level Foreign Language (level II proficiency), or
    - Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.
4. Students must fulfill all requirements of their program major.
5. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale.
6. Students must earn a grade of C or higher in all baccalaureate (3000 or 4000 level) program requirements.
7. Students must successfully complete the Capstone Post Course Exit Exam (minimum grade of 70%) as part of the fulfillment of the graduation requirement.

8. Students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 4000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## General Education Courses: 36 Credits

**Refer to the FSW General Education Program Guide**

## COMMUNICATIONS CATEGORY: 9 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive - must complete with a "C" or better
- Additional Communication General Education Course **- 3 credits**

## HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**
- Writing Intensive Humanities course, must pass with a "C" or better **- 3 credits**

## SOCIAL SCIENCES CATEGORY: 9 Credits Required

- Writing Intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- ECO 2013 - Principles of Macroeconomics **3 credits**
- ECO 2023 - Principles of Microeconomics **3 credits**

## MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course **- 3 credits**
- Any Mathematics General Education course **- 3 credits**

## NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3 credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3 credits**

## Additional Lower Division Program Requirements: minimum of 42 Credit Hours

**Minimum of 42 credit hours of approved electives numbered 1000-4999, including:**

- MAN 2021 - Management Principles **3 credits** *

  *Must be completed within the first term of enrollment if not completed prior to admission

## Baccalaureate Program Requirements: 42 Credit Hours

### Degree Core: 30 Credit Hours

- ACG 3024 - Accounting for Non-Accounting Majors **3 credits**
- FIN 3400 - Financial Management I **3 credits**
- GEB 4375 - Foundations of International Business **3 credits**
- ISM 3004 - Information Resources Management for Business **3 credits**
- MAN 3120 - Organizational Behavior and Leadership **3 credits**
- MAN 3301 - Human Resources Management **3 credits**
- MAN 3303 - Leadership and Management Practices **3 credits**
- MAN 4701 - Business Ethics and Society **3 credits**
- MAN 4723 - Strategic Management Capstone **3 credts ***
- MAR 3802 - Marketing for Managers **3 credits**

  *MAN 4723 Strategic Management Capstone, required final course, must be taken in the last semester and must be completed at Florida SouthWestern State College. It is strongly recommended to be taken with no more than one other course from the degree core list above.

### Electives: 12 Credit Hours

- ACG 3103 - Intermediate Accounting I **3 credits**
- ACG 3113 - Intermediate Accounting II **3 credits**
- ACG 3341 - Cost Accounting **3 credits**
- ACG 3401 - Accounting Information Systems **3 credits**
- ENT 3003 - Entrepreneurship I **3 credits**
- ENT 3172 - The Special Role of Franchising **3 credits**
- ENT 4004 - Entrepreneurship II **3 credits**
- HSA 3113 - Contemporary Issues in Health Care **3 credits**
- HSA 3430 - Health Care Economics **3 credits**
- HSA 4184 - Management Strategies of Healthcare Organizations **3 credits**
- MAN 3864 - Managing a Family Business **3 credits**
- MAN 4402 - Employment Laws and Regulations for Human Resources **3 credits**
- MAN 4570 - Retail Logistics Management **3 credits**

- MAR 3231 - Retailing Management I **3 credits**
- MAR 3232 - Retailing Management II **3 credits**
- MAR 3860 - Salesmanship and Customer Relationship Management **2 credits**

### Other Baccalaureate Electives:

- Any baccalaureate (3000 or 4000 level) course with a prefix of ACG, ENT, FIN, HSA, ISM, MAN, MAR, MNA, QMB, PAD, and/or TAX.

### Total Degree Requirements: 120 Credit Hours

**Information is available online at: www.fsw.edu/academics or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Accounting Technology, AS

## Purpose

The Associate in Science (AS) in Accounting Technology program offers a sequence of courses that presents coherent and rigorous content needed to prepare for employment and/or promotion in occupations where a general knowledge of accounting, bookkeeping, tax preparation, and general business are required. It also prepares students for entry into a variety of baccalaureate degree programs in related disciplines such as accounting, business administration, management, and finance.

The content includes but is not limited to the principles, procedures, and theories of organizing, maintaining and auditing business and financial transactions and the preparation of accompanying financial records and reports for internal and external uses.

## Program Structure

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements and 42 credit hours of Accounting Technology Core Requirements. The Accounting Technology Management Certificate is a 27 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Accounting Technology degree. As such, it can be earned before the student has earned the AS Accounting Technology degree.

## Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students

must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- ECO 2013 - Principles of Macroeconomics **3 credits**
- Any General Education Mathematics Course (MAC 1105 College Algebra or STA 2023 Statistical Methods I recommended) - **3 credits**
- Any General Education Humanities Course (PHI 2600 Ethics or PHI 2103 Critical Thinking recommended) - **3 credits**

## Accounting Technology, AS Degree Core Requirements: 42 Credit Hours

- ACG 2021 - Financial Accounting **3 credits**
- ACG 2071 - Managerial Accounting **3 credits**
- ACG 2450 - Accounting Software Applications **3 credits**
- ACG 2500 - Governmental and Not-For-Profit Accounting **3 credits**
- CGS 1100 - Computer Applications for Business **3 credits**
- CGS 2511 - Advanced Spreadsheet Computing **3 credits**
- ECO 2023 - Principles of Microeconomics **3 credits**
- MAN 2021 - Management Principles **3 credits**
- MTB 1103 - Business Mathematics **3 credits**
- RMI 2001 - Principles of Risk Management **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  **or**
- SLS 1515 - Cornerstone Experience **3 credits**

- TAX 2000 - Federal Tax Accounting I **3 credits**
- TAX 2010 - Federal Tax Accounting II **3 credits**
- TAX 2401 - Trusts, Estates, and Gifts: Accounting and Taxation **3 credits**

## Total Degree Requirements: 60 Credit Hours

**Information is available online at: www.fsw.edu/academics or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Architectural Design and Construction Technology, AS

## Purpose

The Associate in Science (AS) in Architectural Design and Construction Technology program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction field. The content includes, but is not limited to communication skills, leadership skills, human relations and employability skills, safe and efficient work practices, assisting architects and architectural engineers in planning and designing structures, using construction materials, and dealing with contracts and specifications.

## Program Structure

This program is a planned sequence of instruction consisting of 66 credit hours in the following areas: 18 credit hours of General Education Requirements, 19 credit hours of Architectural Design and Construction Technology Foundation Core Requirements, 28 credit hours of Advanced Core Requirements, and 1 Elective credit.

## Course Prerequisites

*Many courses require prerequisites.* Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- ECO 2013 - Principles of Macroeconomics **3 credits**
- General Education Mathematics (MAC 1105 College Algebra recommended) - **3 credits**
- General Education Humanities (PHI 2100 Introduction to Logic recommended) - **3 credits**

## Architectural Design and Construction Technology, AS Degree Core Requirements: 47 Credit Hours

## Foundation Courses: 19 Credit Hours

- BCN 1040 - Introduction to Sustainability in Construction **3 credits**
- BCN 1272 - Blueprint Reading **3 credits**
- BCN 2710 - Construction Procedures **4 credits**
- BSC 1051C - Environmental Biology: Southwest Florida Ecosystems **3 credits**
- EGS 1001 - Introduction to Engineering **3 credits**
- ETD 1320 - Computer Aided Drafting **3 credits**

## Advanced Courses: 28 Credit Hours

- BCN 1230C - Materials and Methods of Construction **3 credits**
- BCT 1760 - Building Codes **2 credits**
- BCT 1773 - Building Construction Estimating, Scheduling and Cost Control **4 credits**
- BCT 2730 - Construction Management **3 credits**
- ETD 1103C - Engineering Graphics I **4 credits**
- ETD 1390 - Introduction to Revit Architecture **4 credits**
- ETD 1530 - Drafting and Design (Manual) **4 credits**
- ETD 2340 - Advanced Computer Aided Drafting **3 credits**
- ETD 2930 - Special Topics/Capstone-Engineering Technologies **1 credit**

## Architectural Design and Construction Technology, AS Degree Elective Requirements: 1 Credit Hour

**Electives may be taken from the following 1000 and 2000 level courses:**

- ARC 1211 - Introduction to Architecture **3 credits**
- ETD 1949 - Engineering Technology Internship I **3 credits**
- GIS 1040 - Geographic Information Systems (GIS) **3 credits**
- GIS 1045 - Geographic Information Systems (GIS) Customization **3 credits**
- SLS 1301 - Career and Educational Exploration **1 credit**
- SLS 1350 - Employability Preparation **2 credits**
- SLS 1515 - Cornerstone Experience **3 credits**
- MAC 2233 - Calculus for Business and Social Sciences I **4 credits**

- STA 2023 - Statistical Methods I **3 credits**
  **or**
  Any course with the following prefix: BCT, BCN or ETD.

## Note:

For students who are transferring to a state university, it is recommended that the following elective be selected: MAC 2233 or STA 2023.

## Total Degree Requirements: 66 Credit Hours

**Information is available online at: www.fsw.edu/academics or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Business Administration and Management, AS

### Purpose

The Associate in Science (AS) in Business Administration and Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers in entry level supervisory positions in a variety of organizations. In addition to general education coursework, the content is comprised of a broad-based business curriculum with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

### Program Structure

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements, 37 credit hours of Business Administration and Management Core Requirements, and 5 credit hours of Approved Electives. The Small Business Management Certificate is a 24 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Business Administration degree. The Business Development and Entrepreneurship Certificate is a 25 credit hour certificate that prepares students for starting and /or managing an entrepreneurial concern and is comprised of 18 credit hours of Business Administration and Management Core Requirements and 7 credit hours of specific Entrepreneurship coursework. As such, either or both certificates can be earned before the student has earned the AS Business Administration and Management degree.

### Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

### Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- ECO 2013 - Principles of Macroeconomics **3 credits**
- Any General Education Mathematics Course (MAC 1105 - College Algebra or STA 2023 - Statistical Methods I recommended) - **3 credits**
- Any General Education Humanities Course (PHI 2600 - Ethics recommended) - **3 credits**

## Business Administration and Management, AS Degree Core Requirements: 37 Credit Hours

- ACG 2021 - Financial Accounting **3 credits**
- ACG 2071 - Managerial Accounting **3 credits**
- BUL 2241 - Business Law **3 credits**
- CGS 1100 - Computer Applications for Business **3 credits**
- ECO 2023 - Principles of Microeconomics **3 credits**
- GEB 1011 - Introduction to Business **3 credits**
- FIN 2001 - Business Finance **3 credits**
- MAN 2021 - Management Principles **3 credits**
- MAR 2011 - Marketing **3 credits**
- MTB 1103 - Business Mathematics **3 credits**
- SBM 2000 - Small Business Management **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  **or**
- SLS 1515 - Cornerstone Experience **3 credits**

- GEB 2930 - Special Topics/Capstone-Business **1 credit**

## Business Administration and Management, AS Degree Elective Requirements: 5 Credit Hours

**Electives may be taken from the following 1000 and 2000 level courses:**

- ENT 1000 - Introduction to Entrepreneurship **3 credits**
- ENT 2012 - Entrepreneurship Management **4 credits**
- GEB 1949 - Business Internship I **3 credits**
- SLS 1301 - Career and Educational Exploration **1 credit**
- SLS 1350 - Employability Preparation **2 credits**
- MAC 2233 - Calculus for Business and Social Sciences I **4 credits**

- STA 2023 - Statistical Methods I **3 credits**
  **or**

- Any 1000 or 2000 level course in Accounting, Business, Management, Hospitality, Customer Service, Computer Technology, or Finance, with the following course prefixes: ACG, BUL, CGS, CIS, CNT, COP, CTS, ENT, FIN, GEB, HFT, ISM, MAN, MAR, MNA, MTB, SBM, SLS, TAX, RMI.

### Note:

For students who are transferring to a state university, it is recommended that the following electives be selected: MAC 2233 or STA 2023.

### Total Degree Requirements: 60 Credit Hours

**Information is available online at: www.fsw.edu/academics or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Civil Engineering Technology, AS

## Purpose

The Associate in Science (AS) in Civil Engineering Technology program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Architecture and Construction fields. The content includes but is not limited to surveying, highway design, soils and foundations, photogrammetry, asphalt design, drainage and geology, concrete design, orientation to utilities, structural design, estimating, drafting, legal and ethical considerations, employability skills, leadership and human relations skills, health and safety, and supportive general education. Computer use is essential. Technical report writing, record keeping and mathematical computations are important aspects of this occupation.

## Program Structure

This program is a planned sequence of instruction consisting of 63 credit hours in the following areas: 18 credit hours of General Education Requirements, 19 credit hours of Civil Engineering Technology Foundation Core Requirements, 24 or 25 credit hours of Advanced Core Requirements, and 1 or 2 Elective credits.

## Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

### General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- ECO 2013 - Principles of Macroeconomics **3 credits**
- General Education Mathematics (MAC 1105 College Algebra recommended to meet prerequisite requirements for MAC 1140 Pre-Calculus Algebra and MAC 1114 Trigonometry) - **3 credits**
- General Education Humanities (PHI 2100 Logic: Reasoning and Critical Thinking recommended) - **3 credits**

## Civil Engineering Technology, AS Degree Core Requirements: 43 or 44 Credit Hours

**Foundation Courses: 19 Credit Hours**

- BCN 1040 - Introduction to Sustainability in Construction **3 credits**
- BCN 1272 - Blueprint Reading **3 credits**
- BCN 2710 - Construction Procedures **4 credits**
- BSC 1051C - Environmental Biology: Southwest Florida Ecosystems **3 credits**
- EGS 1001 - Introduction to Engineering **3 credits**
- ETD 1320 - Computer Aided Drafting **3 credits**

**Advanced Courses: 24 or 25 Credit Hours**

- ETD 1103C - Engineering Graphics I **4 credits**
- GIS 1040 - Geographic Information Systems (GIS) **3 credits**
- GIS 1045 - Geographic Information Systems (GIS) Customization **3 credits**
- MAC 1114 - Trigonometry **3 credits ***
- MAC 1140 - Pre-Calculus Algebra **3 credits ***
- SUR 1100C - Surveying **4 credits**
- SUR 2140C - Advanced Surveying **4 credits**
- ETD 2930 - Special Topics/Capstone-Engineering Technologies **1 credit**

***** MAC 1147 Pre-Calculus Algebra/Trigonometry - **5 credits** can be taken as an alternate to MAC 1140 and MAC 1114 along with one extra elective credit.

## Civil Engineering Technology, AS Degree Elective Requirements: 1 or 2 Credit Hours

**Electives may be taken from the following 1000 and 2000 level courses:**

- ARC 1211 - Introduction to Architecture **3 credits**

- ETD 1949 - Engineering Technology Internship I **3 credits**
- SLS 1301 - Career and Educational Exploration **1 credit**
- SLS 1350 - Employability Preparation **2 credits**
- SLS 1515 - Cornerstone Experience **3 credits**
- MAC 2233 - Calculus for Business and Social Sciences I **4 credits**

- STA 2023 - Statistical Methods I **3 credits**
  **OR**
- Any course with the following prefix: BCT, BCN or ETD.

**Note:** For students who are transferring to a state university, it is recommended that the following electives be selected: MAC 2233 or STA 2023.

## Total Degree Requirements: 63 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Computer Programming and Analysis, AS

## Purpose

The Associate in Science (AS) in Computer Programming and Analysis program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as entry level programmers, programmer specialists, computer programmers, senior programmers, chief business programmers, programmer analysts, and information systems programmers.

The content prepares individuals to analyze business situations and to design, develop and write computer programs; to store, locate, and retrieve specific documents, data, and information; analyze problems using logic/analysis tools, code into computer language; test, monitor, debug, document and maintain computer programs. More than one programming language is addressed in this degree program.

## Program Structure

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements and 42 credit hours Computer Programming and Analysis Core Requirements (which includes 6 credit hours of  a Programming Language).

The Computer Programmer Certificate is a 33 credit hour certificate and the Computer Programming Specialist Certificate is an 18 credit hour certificate; both of which prepare students for entry into employment and are comprised of core courses in the AS Computer Programming and Analysis degree. As such, they can be earned before the student has earned the AS Computer Programming and Analysis degree.

## Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- PHI 2100 - Introduction to Logic **3 credits**
- Any General Education Mathematics Course (MAC 1105 -College Algebra or STA 2023 -Statistical Methods I recommended) - **3 credits**
- Any General Education Social Sciences Course (ECO 2013 - Principles of Macroeconomics recommended) - **3 credits**

## Computer Programming & Analysis Core Requirements: 42 Credit Hours

- CGS 2108 - Computer Applications with Flowcharting **3 credits**
- CIS 2321 - Systems Analysis and Design **3 credits**
- CNT 1000 - Computer Networking Essentials **3 credits**
- COP 1000 - Introduction to Computer Programming **3 credits**
- COP 1822 - Internet Programming HTML **3 credits**
- COP 2800 - Java Programming **3 credits**

- COP 2823 - Advanced Microsoft Web Development **3 credits**
  **OR**
- COP 2830 - Internet Programming HTML II **3 credits**

- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**
- MAN 2021 - Management Principles **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  OR
- SLS 1515 - Cornerstone Experience **3 credits**

- Any 1000 or 2000 level computer course with a COP or CTS prefix **- 3 credits**

**Choose** one **from the two-course language sequence groupings below:**

**Visual Basic Sequence - 6 credits**

- COP 1170 - Visual Basic Programming I **3 credits**
- COP 2171 - Visual Basic Programming II **3 credits**

**C++ Sequence - 6 credits**

- COP 1224 - Programming with C++ **3 credits**
- COP 2228 - Advanced Programming with C++ **3 credits**

**C# Sequence - 6 credits**

- COP 2360 - C# Programming I **3 credits**
- COP 2362 - C# Programming II **3 credits**

## Total Degree Requirements: 60 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Crime Scene Technology, AS

## Purpose

The Associate in Science (AS) in Crime Scene Technology program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare students for employment in the field of criminalistics with a specialty in Crime Scene Technology. The student potentially can be employed in positions of Crime Scene Technician, Crime Scene Photographer, Fingerprint Examiner and Classification Specialist, Crime Scene Lab Assistant, and Crime Scene Unit Supervisor. Crime Scene Technologists can be employed by state attorneys' offices, public defender offices, medical examiner offices, law firms and private industry. The AS CRST program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

## Program Structure

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements, 38 credit hours of Crime Scene Technology Core Requirements, and 4 credit hours of Open Electives. The Crime Scene Technician Certificate is a 28 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Crime Scene Technology degree. As such, it can be earned before the student has earned the AS Crime Scene Technology degree.

## Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**
- Any General Education Mathematics Course - **3 credits**
- Any General Education Natural Science Course **- 3 credits**
- Any General Education Social Sciences Course (PSY 2012 Introduction to Psychology is recommended) **- 3 credits**
- Any General Education Humanities Course (PHI 2600 Ethics is recommended) **- 3 credits**

## Crime Scene Technology, AS Degree Core Requirements: 38 Credit Hours

- CGS 1000 - Computer Literacy **3 credits** (or CLEP CGS 1077 - **3 transfer credits**)
  OR
- CGS 1100 - Computer Applications for Business **3 credits**

- CCJ 1020 - Introduction to Criminal Justice **3 credits**
- CJE 1640 - Introduction to Crime Scene Technology **3 credits**
- CJE 2600 - Criminal Investigation Techniques **3 credits**
- CJE 2643C - Advanced Crime Scene Technology **4 credits**
- CJE 2677 - Modern Fingerprint Technology **3 credits**
- CJL 2610 - Courtroom Presentation of Scientific Evidence **3 credits**
- CJE 2670 - Introduction to Forensic Science **3 credits**
- CJE 2770C - Crime Scene Photography **3 credits**
- CJE 2671 - Latent Fingerprint Development **3 credits**
- BSC 1084C - Anatomy and Physiology **4 credits**
- ISC 1001C - Foundations of Interdisciplinary Science I **3 credits**

## Crime Scene Technology, AS Degree Open Elective Requirements: 4 Credit Hours

- Electives may be taken from any 1000 and 2000 level courses

## Total Degree Requirements: 60 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Criminal Justice Technology, AS

## Purpose

The Associate in Science (AS) in Criminal Justice Technology is designed for students seeking a professional career and prepares students to work in law enforcement, corrections, private/industry security, and other criminal justice, legal or public service related fields. This program prepares students to work as criminal justice practitioners/supervisors/managers in law enforcement agencies, correctional institutions, juvenile courts, crime laboratories, and mobile units dealing with physical evidence, etc. or to provide supplemental training for persons previously or currently employed in these occupations. The AS CRJT program may also be beneficial to professionals seeking incentive benefits or career enhancement in the field.

## Program Structure

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements, 30 credit hours of Criminal Justice Technology Core Requirements, 9 credit hours of Specified Elective Requirements in either Homeland Security, Legal Environment, Crime Scene Technology, or General Criminal Justice, and 3 credit hours of Open Electives.

## Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- Any General Education Mathematics Course - **3 credits**
- Any General Education Social Sciences Course - **3 credits**
- Any General Education Humanities Course (PHI 2600 - Ethics recommended) - **3 credits**

## Criminal Justice Technology, AS Degree Core Requirements: 30 Credit Hours

- CCJ 1010 - Introduction to Criminology **3 credits**
- CCJ 1020 - Introduction to Criminal Justice **3 credits**
- CJC 1000 - Introduction to Corrections **3 credits**
- CJE 1300 - Police Organization and Administration **3 credits**
- CJE 1640 - Introduction to Crime Scene Technology **3 credits**
- CJE 2600 - Criminal Investigation Techniques **3 credits**
- CJE 2711 - Criminal Justice Capstone **3 credits**
- CJJ 2002 - Juvenile Delinquency **3 credits**
- CJL 2100 - Criminal Law **3 credits**
- CJL 2130 - Criminal Procedure and Evidence **3 credits**

## Criminal Justice Technology, AS Degree Specified Elective Requirements: 9 Credit Hours

Specified electives are comprised of courses in the following areas of emphasis:

**Homeland Security**

- DSC 1006 - Introduction to Homeland Security **3 credits**
- DSC 2242 - Transportation and Border Security **3 credits**
- DSC 2590 - Intelligence Analysis and Security Management **3 credits**

**Legal Environment**

- BUL 2241 - Business Law **3 credits**
- PLA 2202 - Torts **3 credits**
- PLA 2880 - Constitutional Law **3 credits**

**Crime Scene Technology**

- CJE 2670 - Introduction to Forensic Science **3 credits**
- CJE 2671 - Latent Fingerprint Development **3 credits**
- CJE 2770C - Crime Scene Photography **3 credits**

**General Criminal Justice**

- Any 9 credits comprised of courses with the following prefixes: BUL, CCJ, CJC, CJE, CJJ, CJL, DSC, EMS, FFP, PAD, PLA, or PSE

## Criminal Justice Technology, AS Degree Open Elective Requirements: 3 Credit Hours

Electives may be taken from any 1000 and 2000 level courses: SLS 1515 required for First Time in College students.

## Total Degree Requirements: 60 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Network Systems Technology, AS

## Purpose

The Associate in Science (AS) in Network Systems Technology program offers a sequence of courses that that presents coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers such as cabling specialists, network control operators, data communications analysts, network technicians, computer security specialists, network specialists, network managers, network systems analysts, network systems technicians, network troubleshooters, WAN/LAN managers, or systems administrators.

The content includes but is not limited to planning, installing, configuring, monitoring, troubleshooting and managing computer networks in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

## Program Structure

This program is a planned sequence of instruction consisting of 63 credit hours in the following areas: 18 credit hours of General Education Requirements, 42 credit hours of Network Systems Technology Core, and 3 credit hours of General Electives. The Network Security Certificate is a 30 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Network Systems Technology degree. The Information Technology Support Specialist Certificate is an 18 credit hour certificate that also prepares students for entry into employment and is comprised of core courses in the AS Network Systems Technology degree. As such, either or both can be earned before the student has earned the AS Network Systems Technology degree.

## Course Prerequisites

Many courses require prerequisites. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- PHI 2100 - Introduction to Logic **3 credits**

- Any General Education Mathematics Course (MAC 1105 -College Algebra or STA 2023 -Statistical Methods I recommended) - **3 credits**
    - Any General Education Social Sciences Course (ECO 2013 - Economics I recommended) - **3 credits**

## Network Systems Technology, AS Degree Core Requirements: 42 Credit Hours

- CGS 2108 - Computer Applications with Flowcharting **3 credits**
- CIS 2321 - Systems Analysis and Design **3 credits**
- CNT 1000 - Computer Networking Essentials **3 credits**
- COP 1000 - Introduction to Computer Programming **3 credits**
- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**
- CTS 2120 - Computer and Network Security (Security+) **3 credits**

- CTS 2142 - Introduction to Project Management **3 credits**
  **OR**
- MAN 2582 - Principles of Project Management **3 credits**

- CTS 2321 - Linux Internet Servers **3 credits**
- CTS 2334 - Microsoft Windows Server **3 credits**
- CTS 2655 - Internetworking with Cisco Routers **3 credits**
- MAN 2021 - Management Principles **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  OR
- SLS 1515 - Cornerstone Experience **3 credits**
- Any 1000 or 2000 level computer course with a CNT or CTS prefix - **3 credits**

## Approved Electives: 3 Credit Hours

- Any 1000 or 2000 level course - **3 credits**

## Total Degree Requirements: 63 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Paralegal Studies, AS

### Purpose

The Associate in Science (AS) in Paralegal Studies is designed for students seeking a professional career in a law-related field. The program trains students in many diverse areas of law. The content includes, but is not limited to, legal research and legal writing; litigation and trial practice; corporate law; wills, estates and trusts; tort law; family law; law office management; real property law; tax law; criminal law; constitutional law; ethics and code of professional responsibility; contract law; employability skills; leadership and human relations skills; and health and safety.

## The Florida SouthWestern State College Paralegal Studies Program is approved by the American Bar Association.

www.americanbar.org/aba.html

apps.americanbar.org/legalservices/paralegals/directory/fl.html

## Program Structure

This program is a planned sequence of instruction consisting of 64 credit hours in the following areas: 18 credit hours of General Education Requirements, 37 credit hours of Paralegal Studies Core Requirements, and 9 credit hours of Open Electives.

## Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## General Education Requirements: 18 Credit Hours

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- General Education Mathematics - **3 credits**
- General Education Humanities - **3 credits**
- General Education Social Sciences - **3 credits**

## Paralegal Studies, AS Degree Core Requirements: 37 Credit Hours

- BUL 2241 - Business Law **3 credits**

- CGS 1100 - Computer Applications for Business **3 credits**
- CJL 2100 - Criminal Law **3 credits**
- PLA 1003 - Introduction to Paralegal Studies **3 credits**
- PLA 1103 - Legal Research and Writing I **3 credits**
- PLA 2114 - Legal Research and Writing II **3 credits**
- PLA 2200 - Litigation **3 credits**
- PLA 2202 - Torts **3 credits**
- PLA 2600 - Wills, Trusts, and Probate Administration **3 credits**
- PLA 2610 - Real Estate Law and Property **3 credits**
- PLA 2800 - Family Law **3 credits**
- PLA 2930 - Capstone-Portfolio **1 credit**
- PLA 2942 - Paralegal Internship **3 credits**

## Paralegal Studies, AS Degree Open Elective Requirements: 9 Credit Hours

- Electives may be taken from any 1000 and 2000 level courses

## Total Degree Requirements: 64 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Accounting Technology Management, CCC

### Purpose

This certificate program is part of the Accounting Technology AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Accounting Technology Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers such as an accounts receivable coordinator, accounts payable coordinator, bookkeeper, credit and collections coordinator, payroll coordinator, accountant, auditor, and other accounting paraprofessionals in advanced professional accounting occupations.

The content includes but is not limited to the principles, procedures, and theories of organizing, analyzing and recording business and financial transactions and the preparation of accompanying financial records and reports for internal and external users.

### Program Structure

This program is a planned sequence of instruction consisting of 27 credit hours of Accounting Technology Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the AS Accounting Technology Degree.

### Course Prerequisites

**Many courses require prerequisites**. Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

### Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## Accounting Technology Management Certificate Requirements: 27 Credit Hours

- ACG 2021 - Financial Accounting **3 credits**
- ACG 2071 - Managerial Accounting **3 credits**
- ACG 2450 - Accounting Software Applications **3 credits**
- ACG 2500 - Governmental and Not-For-Profit Accounting **3 credits**
- CGS 1100 - Computer Applications for Business **3 credits**
- CGS 2511 - Advanced Spreadsheet Computing **3 credits**
- TAX 2000 - Federal Tax Accounting I **3 credits**
- TAX 2010 - Federal Tax Accounting II **3 credits**
- TAX 2401 - Trusts, Estates, and Gifts: Accounting and Taxation **3 credits**

## Total Degree Requirements: 27 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt**

# Business Development and Entrepreneurship, CCC

### Purpose

This certificate is part of the Business Administration and Management AS degree program. A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Business Development and Entrepreneurship program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for starting and/or managing an entrepreneurial concern and/or further education and careers in the Business, Management, and Administration fields. The content includes but is not limited to business communications, business development, accounting, management, marketing, business law, and global business practices.

### Program Structure

This program is a planned sequence of instruction consisting of 18 credit hours of Business Administration and Management Core Requirements and 7 credit hours of specific Entrepreneurship coursework. Students completing this College Credit Certificate can transfer the credits directly to the AS Business Administration and Management Degree.

### Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

### Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## Business Development and Entrepreneurship Certificate Requirements: 25 Credit Hours

- ACG 2021 - Financial Accounting **3 credits**
- BUL 2241 - Business Law **3 credits**
- CGS 1100 - Computer Applications for Business **3 credits**
- ENT 1000 - Introduction to Entrepreneurship **3 credits**
- ENT 2012 - Entrepreneurship Management **4 credits**
- MAR 2011 - Marketing **3 credits**
- SBM 2000 - Small Business Management **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  **or**
- SLS 1515 - Cornerstone Experience **3 credits**

## Total Certificate Requirements: 25 Credit Hours

**Information is available online at: www.fsw.edu/academics/or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Computer Programmer, CCC

### Purpose

This certificate program is part of the Computer Programming and Analysis AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) Computer Programmer program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology field.

The content covers concepts necessary to analyze business situations and to design, develop and write computer programs; to store, locate, and retrieve specific documents, data, and information; analyze problems using logic/analysis tools, code into computer language; test, monitor, debug, document and maintain computer programs. More than one programming language is addressed in this certificate program.

## Program Structure

This program is a planned sequence of instruction consisting of 33 credit hours of Computer Programming Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the AS Computer Programming & Analysis Degree.

## Course Prerequisites

*Many courses require prerequisites.* Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony.

## Computer Programmer Certificate Requirements: 33 Credit Hours

- CGS 2108 - Computer Applications with Flowcharting **3 credits**
- CNT 1000 - Computer Networking Essentials **3 credits**
- COP 1000 - Introduction to Computer Programming **3 credits**
- COP 1822 - Internet Programming HTML **3 credits**
- COP 2800 - Java Programming **3 credits**

- COP 2823 - Advanced Microsoft Web Development **3 credits**
  **or**
- COP 2830 - Internet Programming HTML II **3 credits**

- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**
- Any 1000 or 2000 level computer course with a COP prefix - **3 credits**

**Choose** <u>one</u> **from the two-course language sequence groupings below:**

**Visual Basic Sequence - 6 credits**

- COP 1170 - Visual Basic Programming I **3 credits**

- COP 2171 - Visual Basic Programming II **3 credits**

**C++ Sequence - 6 credits**

- COP 1224 - Programming with C++ **3 credits**
- COP 2228 - Advanced Programming with C++ **3 credits**

**C# Sequence - 6 credits**

- COP 2360 - C# Programming I **3 credits**
- COP 2362 - C# Programming II **3 credits**

Total Certificate Requirements: 33 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Computer Programming Specialist, CCC

## Purpose

This certificate program is part of the Computer Programming and Analysis AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) Computer Programming Specialist program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology field.

The content covers concepts necessary to develop and write computer programs; code into computer language; test, monitor, debug, document, and maintain computer programs. More than one programming language is addressed in this certificate program.

## Program Structure

This program is a planned sequence of instruction consisting of 18 credit hours of Computer Programming Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the AS Computer Programming & Analysis Degree.

## Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony.

## Computer Programming Specialist Certificate Requirements: 18 Credit Hours

- COP 1000 - Introduction to Computer Programming **3 credits**
- COP 1822 - Internet Programming HTML **3 credits**
- COP 2800 - Java Programming **3 credits**
- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**

**Choose one of the following courses :**

- COP 1170 - Visual Basic Programming I **3 credits**
  **OR**
- COP 1224 - Programming with C++ **3 credits**
  **OR**
- COP 2360 - C# Programming I **3 credits**

## Total Certificate Requirements: 18 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Crime Scene Technician, CCC

### Purpose

This certificate program is part of the Crime Scene Technology AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) Crime Scene Technician program offers a sequence of courses that presents coherent and rigorous content needed to prepare students for employment in the field of criminalistics with a specialty in Crime Scene Technology. The student can serve in positions of Forensic Science Technician, Crime Scene Technician, Medical Examiner Investigator, Medical Investigator, Insurance Investigator, Legal Investigator, Forensic Paralegal, Crime Scene Investigator, and Laboratory Technician. Students can be employed by state attorneys' offices, public defender offices, medical examiner offices, law firms and private industry.

### Program Structure

This program is a planned sequence of instruction consisting of 28 credit hours of Crime Scene Technology Core Requirements.  Students completing this College Credit Certificate can transfer the credits directly to the AS Crime Scene Technology Degree.

## Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony.

## Crime Scene Technician Certificate Requirements: 28 Credit Hours

- CCJ 1020 - Introduction to Criminal Justice **3 credits**
- CJE 1640 - Introduction to Crime Scene Technology **3 credits**
- CJE 2600 - Criminal Investigation Techniques **3 credits**
- CJE 2643C - Advanced Crime Scene Technology **4 credits**
- CJE 2670 - Introduction to Forensic Science **3 credits**
- CJE 2671 - Latent Fingerprint Development **3 credits**
- CJE 2677 - Modern Fingerprint Technology **3 credits**
- CJE 2770C - Crime Scene Photography **3 credits**
- CJL 2610 - Courtroom Presentation of Scientific Evidence **3 credits**

## Total Certificate Requirements: 28 Credit Hours

**Information is available online at: www.fsw.edu/academics/or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Information Technology Support Specialist, CCC

## Purpose

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) Information Technology Support Specialist program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology field.

The content includes but is not limited to installation of information technology equipment, troubleshooting information technology equipment, and supporting information technology users.

## Program Structure

This program is a planned sequence of instruction consisting of 18 credit hours of Core Information Technology course work. Students completing this College Credit Certificate can transfer the credits directly to the Networking Services Technology and Computer Programming and/or Computer Programming and Analysis AS Degrees.

### Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

### Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony.

## Information Technology Support Specialist Certificate Requirements: 18 Credit Hours

- CGS 2108 - Computer Applications with Flowcharting **3 credits**
- CIS 2321 - Systems Analysis and Design **3 credits**
- CNT 1000 - Computer Networking Essentials **3 credits**
- COP 1000 - Introduction to Computer Programming **3 credits**
- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**

## Total Certificate Requirements: 18 Credit Hours

**Information is available online at: www.fsw.edu/academics/or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Intermodal Freight Transportation, CCC

### Purpose

This program is part of the Transportation, Distribution, and Logistics career cluster.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an A.S. degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Intermodal Freight Transportation offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Transportation, Distribution and Logistics fields

The purpose of this program is to prepare students for initial employment with an occupational title or to provide supplemental training for persons previously or currently employed in these occupations with cross-functional skills necessary for planning, and operations of transportation systems and the flow and distribution of goods.

**Program Structure**

This program is a planned sequence of instruction consisting of 18 credit hours of Transportation and Logistics Core requirements.

**Course Prerequisites**

Many courses require prerequisites. Check the description of each course for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Certificate Completion/Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## Intermodal Freight Transportation Certificate Requirements: 18 credit hours

- AVM 2120 - Air Cargo Operations **3 credits**
- TRA 1410 - Introduction to Rail Freight Operations **3 credits**
- TRA 1420 - Introduction to Trucking Operations **3 credits**
- TRA 1430 - Introduction to Port Freight Operations **3 credits**
- TRA 2010 - Introduction to Transportation and Logistics **3 credits**
- TRA 2402 - Intermodal Transportation Operations **3 credits**

## Total Certificate Requirements: 18 Credit Hours

**Information is available online at: www.fsw.edu/academics or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Network Enterprise Administration, CCC

**Purpose**

This certificate program is part of the Network Systems Technology AS degree program. A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Network Enterprise Administration program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology field. In particular, the program is designed to help

prepare students for employment opportunities as Microsoft Enterprise Administrators. Furthermore, the program is designed to help students obtain the skills needed to earn various industry-recognized certifications.

The content includes but is not limited to planning, installing, configuring, monitoring, troubleshooting and managing computer networks in a Windows Server environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

**Program Structure**

This program is a planned sequence of instruction consisting of 32 credit hours of Network Systems coursework. Students completing this College Credit Certificate can apply many of the credits directly to the AS Network Systems Technology Degree.

**Course Prerequisites**

Many courses require prerequisites. Check the description of each course for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Certificate Completion/Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony.

## Network Enterprise Administration Certificate Requirements: 32 Credit Hours

- CGS 2108 - Computer Applications with Flowcharting **3 credits**
- CNT 1000 - Computer Networking Essentials **3 credits**
- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**
- CTS 2120 - Computer and Network Security (Security+) **3 credits**
- CTS 2306 - Configuring Windows **3 credits**
- CTS 2334 - Microsoft Windows Server **3 credits**
- CTS 2346 - Microsoft Windows Server Administration **3 credits**
- CTS 2392 - Configuring Advanced Windows Server **3 credits**
- Any 1000 or 2000 level course with a CGS, CNT, CTS, COP, or SLS prefix - **5 credits**

## Total Certificate Requirements: 32 Credit Hours

**Information is available online at: www.fsw.edu/academics/or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Network Security, CCC

### Purpose

This certificate program is part of the Network Systems Technology AS degree program. A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Network Security program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Information Technology field.

The content includes but is not limited to planning, installing, configuring, monitoring, troubleshooting and managing computer network security in a LAN/WAN environment. Students will be prepared to apply conceptual and theoretical knowledge to the workplace utilizing technical skills learned during the program.

## Program Structure

This program is a planned sequence of instruction consisting of 30 credit hours of Networking Systems and core coursework. Students completing this College Credit Certificate can transfer the credits directly to the AS Network Systems Technology Degree.

## Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their certificate, and participation in the commencement ceremony.

## Network Security Certificate Requirements: 30 Credit Hours

- CGS 2135 - Introduction to Computer Forensics **3 credits**
- CNT 1000 - Computer Networking Essentials **3 credits**
- COP 1000 - Introduction to Computer Programming **3 credits**
- CTS 1131 - Computer Hardware **3 credits**
- CTS 1133 - Computer Software **3 credits**
- CTS 2120 - Computer and Network Security (Security+) **3 credits**
- CTS 2321 - Linux Internet Servers **3 credits**
- CTS 2334 - Microsoft Windows Server **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  **or**
- SLS 1515 - Cornerstone Experience **3 credits**

- Any 1000 or 2000 level CGS, CNT, COP, or CTS Prefix **- 3 credits**

## Total Certificate Requirements: 30 Credit Hours

**Information is available online at: www.fsw.edu/academics/ or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# Small Business Management, CCC

## Purpose

This certificate program is part of the Business Administration and Management AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Small Business Management program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for managing a small business and/or further education and careers in the Business, Management, and Administration fields.

## Program Structure

This program is a planned sequence of instruction consisting of 24 credit hours of Small Business Management Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the Business Administration and Management AS degree.

## Course Prerequisites

**Many courses require prerequisites.** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

## Certificate Completion/Graduation

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 1500 course the semester in which they intend to graduate. Students must apply for graduation **by the published deadline** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

## Small Business Management Certificate Requirements: 24 Credit Hours

- ACG 2021 - Financial Accounting **3 credits**
- ACG 2071 - Managerial Accounting **3 credits**
- BUL 2241 - Business Law **3 credits**
- CGS 1100 - Computer Applications for Business **3 credits**
- MAN 2021 - Management Principles **3 credits**
- MTB 1103 - Business Mathematics **3 credits**

- SBM 2000 - Small Business Management **3 credits**

- SLS 1331 - Personal Business Skills **3 credits**
  **or**
- SLS 1515 - Cornerstone Experience **3 credits**

## Total Certificate Requirements: 24 Credit Hours

**Information is available online at: www.fsw.edu/academics/or on the School of Business and Technology Home Page at: www.fsw.edu/sobt.**

# School of Education

## Mission

Florida SouthWestern State College's School of Education provides a rigorous learning environment ensuring teacher candidates will achieve their greatest potential through Principles of Excellence. Building on a strong pedagogical, ethical and socially conscious foundation that fosters creativity and innovation, Florida SouthWestern State College's School of Education produces graduates equipped to contribute to the diverse community of life-long learners in Southwest Florida.

## Vision

Florida SouthWestern State College will mentor reflective practitioners endowed to educate 21st century learners in a world-class global environment.

## Principles of Excellence

The teacher candidate will...

- Synthesize academic content, pedagogical skills and educational technology to instruct digital natives.
- Continually explore new methods, best practices and instructional designs to impact k-12 learning.
- Employ strong written, verbal and non-verbal communication skills.
- Emulate and foster caring and ethical behavior in order to build teaching and learning environments that build upon the strengths of students' diverse cultures and learning styles.
- Collaborate with key stakeholders such as, administrators, colleagues, parents and leaders in the local community.
- Engage in reflective practice with an understanding that learning is a lifelong process.

The School of Education at Florida SouthWestern State College offers pathways for candidates interested in working in educational settings from birth to high school. All programs focus on preparing candidates for their roles as positive and engaging educational practitioners. Through transformational education initiatives focusing on social justice and practical experiences, candidates will learn to educate in today's diverse classrooms. The School of Education offers rigorous and demanding education programs. Setting high expectations and requiring all teacher candidates to meet these expectations, enables teacher candidates to glean the knowledge and skills needed to be successful educators. Teacher candidates will graduate from the School of Education's Elementary Education and Middle Grades Language Arts programs certified with both Reading and ESOL endorsements. The Middle and Secondary Science and Math programs offer the minimum state required hours needed for meeting Reading and ESOL competencies. All six programs are fully state approved.

Faculty and staff continually strive towards excellence in preparing candidates to work in diverse environments. Through the School of Education programs, teacher candidates will develop the ability to build a strong sense of community and support among students and faculty.

Teacher candidates engage in diverse field experiences at the onset of every program and continue honing their pedagogical skills and knowledge throughout the program. Teacher candidates are assessed on their knowledge, dispositions and performance throughout each of the education programs.

## Programs Offered

Early Childhood Education, AS
Elementary Education, BS
Middle Grades Language Arts Education, BS
Middle Grades Mathematics Education, BS
Middle Grades Science Education, BS
Secondary Biology Education, BS
Secondary Mathematics Education, BS

## CoOP Field Experience Model

The School of Education prepares individuals to work in diverse learning environments in the professional field of education. In accordance with state and national standards, teacher education candidates at Florida SouthWestern State College are assessed on their knowledge, dispositions, and performance. The CoOP model of Field Experience enhances pre-service teacher education by empowering quality k-12 teachers to mentor teacher candidates through the three phases of field experience: foundation, practicum, or internship. CoOP mentors play a vital role in the development and preparation of high quality teacher candidates.

Florida SouthWestern State College's innovative model of field experience minimizes disruptions to the k-12 classroom setting caused by faculty supervisor visitations and sanctions "teachers as leaders." The School of Education provides training for teachers interested in mentoring our teacher candidates. Once teachers have met the CoOp criteria, they will be added to our database and can request that FSW teacher candidates be placed in their classroom for any one of the three phases of field experience. The State-mandated classroom observations, as well as mentoring during co-teaching experiences, will be conducted by qualified k-12 mentor teachers. FSW faculty in consultation with the Coordinator of Assessment and Student Success and the Director of Field Experience will serve as counselors, resource personnel, and liaisons for teacher candidates and mentor teachers. It is our goal to support the k-12 mentor teachers, as well as our teacher candidates through open communication, resource and information sharing, and curricula alignment. The k-12 teachers are the experts in their field. Allowing them to share their expertise and providing a platform for shared best practices benefits the k-12 student, as well as teacher candidates.

In applying to the CoOP, mentors agree to work with teacher candidates during any of the three field-based components: foundations, practicum or internship hours. Mentors are responsible for (but not limited to) the following:

- Completing all necessary training (including, but not limited to, FLDOE Clinical Educator Training)
- Documentation of teacher candidate with regards to knowledge of content area, performance, and disposition
- Observation and conferencing with candidate, as required with Clinical Education Training
- Providing teacher candidates with on-going support, guidance and strategies to become effective teachers
- Regularly communicating with college faculty and/or field experience coordinator

Mentor teachers are expected to be sensitive to the needs and concerns of teacher candidates while maintaining a positive k-12 co-teaching learning environment. Persons interested in becoming mentor teachers should contact Christy Duda at cduda@fsw.edu.

## Candidate Disposition Assessment Process

The School of Education prepares individuals to work in diverse learning environments in the professional field of education. In accordance with state and national standards, teacher education candidates at Florida SouthWestern State College are assessed on their knowledge, dispositions, and performance. Knowledge assessment occurs primarily through courses and is reflected in course grades and the candidate's grade point average (GPA). The Florida Teacher Competency Exams also demonstrate a candidate's acquisition of knowledge. Performance is assessed through the candidate's classroom practice, particularly the student teaching experiences. Dispositions are assessed by the disposition assessment process described herein. The assessment of dispositions takes place at all times while students are on campus and during student teaching. According to the National Council for the Accreditation of Teacher Education (NCATE), "NCATE expects institutions to assess teacher candidate dispositions based on observable behavior in the classroom. NCATE does not recommend that attitudes be evaluated." Dispositions shall be assessed under the premise of educational equity and the belief that all students can learn.

Prospective teachers must be able to demonstrate that they are individuals of strong moral character who can make mature decisions. Teachers are responsible for the education, safety, and well-being of anyone in their charge. As such, students enrolled in Florida SouthWestern State College's education programs must adhere to the Principles of Professional Conduct for the Education Profession in Florida, 6B-1.006. All teacher education candidates, faculty, and staff will be provided with a copy of the Principles of Professional Conduct for Florida Educators, Dispositions to be Assessed, and a Disposition Assessment Form. Furthermore, a signed contract must be on file for every teacher candidate prior to enrolling in any course requiring field experience components. Candidates who do not have such forms on file are subject to appropriate violations of disposition procedures as stated in this School of Education policy.

This process shall apply to candidates' dispositions as reflected in field experience and related course work. Candidates will be made aware that repeated violations of these dispositions will constitute grounds for a decision regarding separation from the School of Education at Florida SouthWestern State College. This information will also be published in appropriate teacher education documents and reinforced throughout the program.

## Procedure for Addressing Disposition:

Teacher candidates self-assess and professors monitor dispositions throughout the education programs. If a problem arises, the Disposition Assessment Form (Form D-2) may be utilized by all faculty, staff and classroom teachers to bring a deficiency with regard to professional conduct to the attention of the Dean of the School of Education and possibly escalate to the Teacher Education Special Cases Committee. The Director of Field Experience will monitor all teacher candidates to ascertain if a D-2 form has been issued to the candidates by a faculty member, staff or mentor teacher. If two D-2 submissions have been submitted, the faculty and/or Director of Field Experience will send notice to the Dean of the School of Education. The Department Chair will schedule a meeting with the candidate and all relevant personnel. The deficiency observed will be discussed with the individual within 14 days of the D-2 form being submitted. If notification of the second D-2 form falls at the end of a term, the Department Chair will schedule a meeting within 14 days after the beginning of the next full term in which the candidate is enrolled. If an on-going dispositional issue does exist, a list of actions that the candidate agrees to follow will be prepared in memo form. The candidate, Department Chair and Field Experience Director will sign the memo that clearly lists the agreed course of action to be taken. A copy of actions will be placed in the candidate's file. The candidate may also submit an additional statement to be included in the record.

If a candidate receives a D-2 form for a third separate incident, the Director of Field Experience will notify the Dean within 14 days of the filing. The Dean will notify the candidate of any future action to be taken. The decision to submit to the Teacher Education Special Cases Committee may be warranted and action will be taken according to the deficiency.

The candidate will be asked to provide any information he/she wishes regarding the three D-2 forms in writing to the Special Cases Committee. D-2 forms submitted to the Special Cases Committee will be reviewed bi- monthly unless the offense warrants immediate action. The Special Cases Committee shall provide one of three rulings to the Dean of the School of Education: continue in the program, removal from the program, or not enough evidence was provided to make a recommendation in which case the committee may request further information from prior faculty, mentor teachers, or peers. Within 14 days of receiving the recommendation from the Special Cases Committee, the Dean of the School of Education shall affirm or negate the committee's decision on the case and notify all parties involved. The teacher candidate may appeal the affirmed decision to the Provost and Vice President of Academic Affairs within five days of receiving notice of the committee's decision.

## Egregious Violations of Dispositional Standards

A candidate may be subject to expedited dismissal from the School of Education for an egregious violation of dispositional standard. Examples of possible egregious violations include, but are not limited to: engaging in illegal or unethical conduct involving minor children or conduct which would be grounds for dismissal from a teaching position, mishandling of private and confidential student information, and serious violations of Principles of Professional Conduct for the Education Profession in Florida, 6B-1.006. The following Criminal Disclosure form outlines the requirements of reporting criminal history. All teacher candidates must sign and return the form prior to conducting ANY field experience hours.

# Elementary Education, BS

The Bachelor of Science (BS) in Elementary Education is designed to prepare individuals to teach all subject areas grades K-6. The program provides an educational pathway for students who have earned an Associate in Arts degree to include EDF 2005, EDF 2085, and EME 2040. It is also a good option for students with a child development focus. Upon graduation, students will meet the mandated state teaching requirements for certification in Elementary Education with ESOL and Reading Endorsements.

## Program Highlights:

The BS in Elementary Education is a Florida Department of Education (FLDOE) approved program that culminates with both Reading and ESOL endorsements. The program includes courses in teaching students with English as a second language, students with exceptionalities, reading competency, classroom management, assessment, and integrated approaches to teaching methodologies at the elementary school level. Students will learn to facilitate lessons that integrate math and science, health, music and movement, as well as literature, fine arts, language arts, and social sciences. Field experience requirements are progressive in nature, building upon previous semester experiences. Students will observe teachers in the field, teach lessons through the practicum courses, and complete a full-time teaching internship in their final semester. Courses are offered for full-time and part-time students, with blended and online courses where applicable.

## Admission Requirements:

In addition to fulfilling the entrance requirements for Florida SouthWestern State College, applicants for the BS in Elementary Education degree program must meet the following requirements consistent with Florida Statute 1004.04:

1. Completion of the Associate in Arts (AA) degree or the equivalent, including all general education and required Florida mandated common course prerequisites. Students with a minimum of 60 transferable hours, with all general education requirements and prerequisites met, may apply for admission.
2. Completion of the lower-division education prerequisite courses: EDF 2005 - Introduction to the Teaching Profession, EDF 2085 - Introduction to Diversity for Educators- (I), and EME 2040 - Introduction to Technology for Educators with grades of "C" or higher.
3. Applicants must have a grade point average of at least 2.5 on a 4.0 scale for the general education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association, as defined by State Board of Education rule, with a minimum of 60 credit hours.
4. Demonstrated mastery of general knowledge, including the ability to read, write, and compute, by passing the General Knowledge Test of the Florida Teacher Certification Examination.
5. Applicants not meeting stated admissions criteria may petition for program admittance if they feel that there are mitigating circumstances. Applicants must submit an official petition form to the School of Education (forms are available online at www.fsw.edu/soe/resources/forms/Appeal%20Form.pdf).

## Requirements to Enroll in Upper Division Courses:

1. Upon admission to the BS program, students must attend a mandatory orientation session prior to enrollment in upper division (3000 and 4000 level) courses.
2. Students must disclose background information that may preclude them from becoming certified at the time of admission. For continued enrollment in the program, students must be fingerprinted and screened by the Florida Department of Law Enforcement and the FBI prior to entering any school.
3. Prior to enrollment in any upper division courses, students must complete ENC 1101 - Composition I, ENC 1102 - Composition II and one general education math course.
4. To be eligible to enroll in EDE 4940 - Internship in Elementary Education, students must have passed all sections of the General Knowledge Test, the Professional Educator's Exam and the Subject Area Exam.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill upper division program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using www.floridashines.org/.
6. Upper Division Transfer Course Review: Students who have completed previous upper division coursework in an Education Program may present those courses for evaluation by the Discipline Chair for Education. In some cases, students may be required to submit portfolio icons or assignments to demonstrate competency in the required Florida Educator Accomplished Practices, reading or ESOL standards. The student is urged to provide the Discipline Chair for Education with corresponding syllabi, samples of student work, and textbook/assignment information related to each upper division course. Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education Programs and may be required to submit additional documentation to support completion requirements.
7. The Florida SouthWestern State College Registrar's Office will ensure that previous coursework meets all relevant academic standards before acceptance for transfer. The Dean of the School of Education and the Education Admissions Committee will ensure adherence to the above admissions criteria.
8. In addition to adherence to the Florida SouthWestern State College *Student Code of Conduct* (Student Rights and Responsibilities), policies, and procedures, teacher candidates must adhere to disposition policies, unit policies, and procedures as published in the *School of Education Student Handbook*.

## Priority Application Deadlines:

Fall term - August 1; Spring term - December 1; Summer term - April 1

# Degree Requirements: 120 credit hours

## General Education Courses: 36 Credits

**Refer to the FSW** *General Education Program Guide*

### COMMUNICATIONS CATEGORY: 9 Credits Required

- ENC 1101 - Composition I **3 credits** (writing intensive-must complete with a "C" or better)
- ENC 1102 - Composition II **3 credits** (writing intensive-must complete with a "C" or better)
- Additional Communication General Education course **- 3 credits**

### HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**

- Writing intensive Humanities course, must pass with a "C" or better **- 3 credits**

SOCIAL SCIENCES CATEGORY: 9 Credits Required

- PSY 2012 - Introduction to Psychology **3 credits**
  **OR**
- DEP 2004 - Human Growth and Development **3 credits**

- Writing intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Social Sciences General Education course (if PSY 2012 is selected above),or Core Social Sciences General Education Course (if DEP 2004 is selected above) **- 3 credits**

MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course **- 3 credits**
- Any Mathematics General Education course **- 3 credits**

NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3 credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3 credits**

## Required State Mandated Prerequisite Courses required for admission (grades of "C" or better):

- EDF 2005 - Introduction to the Teaching Profession **3 credits**
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits**

## Upper Division Education Requirements (60 credit hours); Service Learning (30 hours):

- EDE 3315 - Math in the Elementary Classroom **3 credits**
- EDE 4220 - Integrated Health and Recreation **2 credits**
- EDE 4223 - Integrated Music, Art, and Movement **2 credits**
- EDE 4226C - Integrated Language Arts, Social Science, and Literature with Practicum **4 credits**
- EDE 4304C - Integrated Math and Science with Practicum **4 credits**
- EDE 4940 - Internship in Elementary Education **12 credits**
- EDF 3214 - Human Development and Learning **3 credits**
- EDF 4782 - Ethics and Law **2 credits**
- EDG 3410 - Classroom Management and Communication **3 credits**
- EDG 3620 - Curriculum and Instruction **3 credits**

- EDG 4004 - Special Topics in Education I **1 credit**
- EEX 3012 - Educational Needs of Students with Exceptionalities **3 credits**
- ESE 4323 - Educational Assessment **3 credits**
- LAE 4416 - Children's Literature **3 credits**
- RED 4012 - Foundations of Literacy **3 credits**
- RED 4519 - Diagnosis and Intervention in Reading **3 credits**
- TSL 4080 - Second Language Acquisition and Culture-(I) **3 credits**
- TSL 4140 - ESOL Methods, Curriculum and Assessment **3 credits**

## Service Learning Requirement (30 hours)

All Education baccalaureate degrees have a 30-hour service learning requirement. Ten hours will be completed each semester, leading up to final internship. The requirement begins to be met with completion of EDG 4004, and the final culmination and validation of hours will be part of the final internship portfolio for each student.

## General Electives (any courses numbered 1000-4999)

Students must complete a minimum of 120 credit hours to earn the B.S. degree. Typically, general electives are fulfilled with lower division coursework taken for completion of the Associate in Arts.

## Tota Credit Hours: 120

## School Based Hour Requirements (720 total hours)

Teacher candidates must submit an application for Practicum I and II as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During Internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the K-12 mentor teacher.

Refer to individual course descriptions for additional information about school based hour requirements.

## B.S. in Education Graduation Requirements

1. Students must earn a cumulative GPA of 2.5 or higher on a 4.0 scale.
2. Foreign Language Competency Requirement:

   -2 years of the same High School Foreign Language, or
   -Documented foreign language proficiency through testing, or
   -2 semesters of the same College Level Foreign Language (level II proficiency), or
   -Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

3. Students must pass all required sections of the Florida Teachers Certification Examinations (FTCE) for certification within the State of Florida.

4. While Florida SouthWestern State College governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all education students to demonstrate competency in all of the revised Florida Educator Accomplished Practices (FEAPs), Florida Subject Area Competencies (FSAC), and Professional Educator Competencies and Skills (PECS) as a condition of graduation, including completion of a professional portfolio. Elementary and Middle Grades Language Arts students must demonstrate achievement of all State required ESOL Competencies and Performance Standards and Reading competencies as a condition of graduation.
6. Students must apply for internship the semester prior to enrollment in the final internship. Fall graduates must apply no later than February 1 of the preceding spring semester. Spring graduates must apply no later than October 1 of the preceding fall semester.
7. Students must successfully complete all school based hours to include two ten week practicums and one fifteen week internship experience as a condition of graduation.
8. Teacher candidates must submit an application for Foundation, Practicum I and II, as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the k-12 mentor teacher.
9. Students must complete 30 service learning hours prior to their final internship in order to graduate.
10. Following graduation, students must apply to the FLDOE for their teaching license.

Students must submit a School of Education Graduation Form to their Internship faculty during their first two weeks of final internship.

Students must also complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

**Information is available online at www.fsw.edu/academics/ or on the School of Education Home Page at www.fsw.edu/soe.**

# Middle Grades Language Arts Education, BS

The Bachelor of Science (BS) in Middle Grades Language Arts Education is designed to prepare individuals to teach English/Language Arts in grades 5-9. The program provides an educational pathway for students who have earned an Associate in Arts degree to include EDF 2005, EDF 2085, and EME 2040. It is also a good option for students with a child development focus. Upon graduation, students will meet the mandated state teaching requirements for certification in Middle Grades Language Arts Education with ESOL and Reading endorsements.

## Program Highlights:

The BS in Middle Grades Language Arts Education is a Florida Department of Education (FLDOE) approved program that culminates with both Reading and ESOL endorsement. The program includes courses that prepare teacher candidates to understand the nature of the adolescent learner and the middle grades philosophy. Content courses cover literature, composition, reading competency, classroom management, assessment, and integrated approaches to teaching methodologies at the middle school level. In addition, teacher candidates will take courses to prepare them to teach English language learners (ELLs) and students with exceptionalities. Students will learn to facilitate lessons that integrate the five strands of the language arts (reading, writing, speaking, listening, and viewing). Field experience requirements are progressive in nature, building upon previous semester experiences. Students will complete field experience, teach lessons through the practicum courses, and complete a full-time teaching internship in their final semester. Courses are offered for full-time and part-time students, with blended technology and online courses where applicable.

## Admission Requirements:

In addition to fulfilling the entrance requirements for Florida SouthWestern State College, applicants for the BS in Middle Grades Language Arts Education degree program must meet the following requirements consistent with Florida Statute 1004.04:

1. Completion of the Associate in Arts (AA) degree or the equivalent, including all general education core requirements and required Florida mandated common course prerequisites. Students with a minimum of 60 transferable hours, with all general education core requirements and prerequisites met, may apply for admission.
2. Completion of the lower-division education prerequisite courses: EDF 2005 - Introduction to the Teaching Profession, EDF 2085 - Introduction to Diversity for Educators- (I), and EME 2040 - Introduction to Technology for Educators, with grades of "C" or higher.
3. Completion of one 3-credit AML, ENL, or LIT course with a grade of "C" or higher.
4. Applicants must have a grade point average of at least 2.5 on a 4.0 scale for the general education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association, as defined by State Board of Education rule, with a minimum of 60 credit hours.
5. Demonstrated mastery of general knowledge, including the ability to read, write, and compute, by passing the General Knowledge Test of the Florida Teacher Certification Examination.
6. Applicants not meeting stated admissions criteria may petition for program admittance if they feel that there are mitigating circumstances. Applicants must submit an official petition form to the School of Education (forms are available online at www.fsw.edu/soe/resources/forms/Appeal%20Form.pdf).

## Requirements to Enroll in Upper Division Courses:

1. Upon admission to the BS program, students must attend a mandatory orientation session prior to enrollment in upper division (3000 and 4000 level) courses.
2. Students must disclose background information that may preclude them from becoming certified at the time of admission. For continued enrollment in the program, students must be fingerprinted and screened by the Florida Department of Law Enforcements and the FBI prior to entering any school.
3. Prior to enrollment in any upper division courses, students must complete ENC 1101 - Composition I, ENC 1102 - Composition II and one general education math course.
4. To be eligible to enroll in LAE 4940 - Internship in Middle Grades Language Arts, students must have passed all sections of the General Knowledge Test, the Professional Educator's Exam and the Subject Area Exam.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill upper division program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using www.floridashines.org/.
6. Upper Division Transfer Course Review: Students who have completed previous upper division coursework in an Education Program may present those courses for evaluation by the Discipline Chair for Education. In some cases, students may be required to submit portfolio icons or assignments to demonstrate competency in the required Florida Educator Accomplished Practices, reading or ESOL standards. The student is urged to provide the Discipline Chair for Education with corresponding syllabi, samples of student work, and textbook/assignment information related to each upper division course. Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education Programs and may be required to submit additional documentation to support completion requirements.
7. The Florida SouthWestern State College Registrar's Office will ensure that previous coursework meets all relevant academic standards before acceptance for transfer. The Dean of the School of Education and the Education Admissions Committee will ensure adherence to the above admissions criteria.
8. In addition to adherence to the Florida SouthWestern State College *Student Code of Conduct (*Student Rights and Responsibilities*)*, policies, and procedures, teacher candidates must adhere to disposition policies, unit policies, and procedures as published in the *School of Education Student Handbook.*

## Priority Application Deadlines:

Fall term - August 1; Spring term - December 1; Summer term - April 1

## Degree Requirements: 120 Hours

### General Education Courses: 36 Credits

**Refer to the FSW** *General Education Program Guide*

### COMMUNICATIONS CATEGORY: 9 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** (writing intensive-must complete with a "C" or better)
- ENC 1102 - Composition II **3 credits** (writing intensive-must complete with a "C" or better)
- Additional Communication General Education course **- 3 credits**

### HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**
- Writing intensive Humanities course, must pass with a "C" or better **- 3 credits**

### SOCIAL SCIENCES CATEGORY: 9 Credits Required

- PSY 2012 - Introduction to Psychology **3 credits**
  **OR**
- DEP 2004 - Human Growth and Development **3 credits**

- Writing intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Social Sciences Gen. Ed. course (if PSY 2012 is selected above),or Core Social Sciences Gen. Ed. Course (if DEP 2004 is selected above) **- 3 credits**

### MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course **- 3 credits**
- Any Mathematics General Education course **- 3 credits**

### NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3credits**

Required State Mandated Prerequisite Courses required for admission (grades of "C" or better) (12 credit hours):

- EDF 2005 - Introduction to the Teaching Profession **3 credits**
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits**

And choose (1) course from the following (3 credit hours)

- AML 2010 - Literature of the United States I, to 1860 **3 credits** *
- AML 2020 - Literature of the United States II, 1860 to Present **3 credits** *
- ENL 2012 - British Literature and Culture I, to 1780 (I) **3 credits** *
- ENL 2022 - British Literature and Culture II, 1780 to Present (I) **3 credits** *
- LIT 2110 - World Literature I- (I) **3 credits** *
- LIT 2120 - World Literature II- (I) **3 credits** *
- Or any other AML, ENL, or LIT course.

*Courses can be used to satisfy General Education Requirements in Humanities
**Students must choose a minimum of one additional lower division Literature course to satisfy major requirements which may be taken after admission to satisfy degree requirements.**

Upper Division Education Requirements (59 credit hours); Service Learning (30 hours)

- EDF 3214 - Human Development and Learning **3 credits**
- EDF 4782 - Ethics and Law **2 credits**
- EDG 3410 - Classroom Management and Communication **3 credits**
- EDG 4004 - Special Topics in Education I **1 credit**
- EDM 3230 - Middle & Secondary Curriculum and Instruction **3 credits**
- EEX 3012 - Educational Needs of Students with Exceptionalities **3 credits**
- ESE 4323 - Educational Assessment **3 credits**
- LAE 3324C - Middle Grades Practicum I: Composition **4 credits**
- LAE 3326C - Middle Grades Practicum II: Literature **4 credits**
- LAE 3332 - Applied Linguistics for Teachers **3 credits**
- LAE 3333 - Teaching Composition **3 credits**
- LAE 4464 - Adolescent Literature **3 credits**
- LAE 4940 - Internship in Middle Grades Language Arts **12 credits**
- RED 3324 - Teaching Reading in the Middle School Curriculum **3 credits**
- RED 4519 - Diagnosis and Intervention in Reading **3 credits**
- TSL 4080 - Second Language Acquisition and Culture-(I) **3 credits**
- TSL 4140 - ESOL Methods, Curriculum and Assessment **3 credits**

## Service Learning Requirement (30 hours)

All Education baccalaureate degrees have a 30-hour service learning requirement. Ten hours will be completed each semester, leading up to final internship. The requirement begins to be met with completion of EDG 4004, and the final culmination and validation of hours will be part of the final internship portfolio for each student.

## General Electives (any courses numbered 1000-4999)

Students must complete a minimum of 120 credit hours to earn the B.S. degree. Typically, general electives are fulfilled with lower division coursework taken for completion of the Associate in Arts.

## Total Credit Hours: 120

## School Based Hour Requirements (720 total hours)

Teacher candidates must submit an application for Practicum I and II as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During Internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the K-12 mentor teacher.

Refer to individual course descriptions for additional information about school based hour requirements.

## B.S. in Education Graduation Requirements

1. Students must earn a cumulative GPA of 2.5 or higher on a 4.0 scale.
2. Foreign Language Competency Requirement:

   -2 years of the same High School Foreign Language, or
   -Documented foreign language proficiency through testing, or
   -2 semesters of the same College Level Foreign Language (level II proficiency), or
   -Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

3. Students must pass all required sections of the Florida Teachers Certification Examinations (FTCE) for certification within the State of Florida.
4. While Florida SouthWestern State College governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all education students to demonstrate competency in all of the revised Florida Educator Accomplished Practices (FEAPs), Florida Subject Area Competencies (FSAC), and Professional Educator Competencies and Skills (PECS) as a condition of graduation, including completion of a professional portfolio. Elementary and Middle Grades Language Arts students must demonstrate achievement of all State required ESOL Competencies and Performance Standards and Reading competencies as a condition of graduation.
6. Students must apply for internship the semester prior to enrollment in the final internship. Fall graduates must apply no later than February 1 of the preceding spring semester. Spring graduates must apply no later than October 1 of the preceding fall semester.
7. Students must successfully complete all school based hours to include two ten week practicums and one fifteen week internship experience as a condition of graduation.

8. Teacher candidates must submit an application for Foundation, Practicum I and II, as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the k-12 mentor teacher.
9. Students must complete 30 service learning hours prior to their final internship in order to graduate.
10. Following graduation, students must apply to the FLDOE for their teaching license.

Students must submit a School of Education Graduation Form to their Internship faculty during their first two weeks of final internship.

Students must also complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

**Information is available online at www.fsw.edu/academics/or on the School of Education Home Page at www.fsw.edu/soe.**

# Middle Grades Mathematics Education, BS

The Bachelor of Science (BS) in the Middle Grades Mathematics Education program is designed to prepare individuals to teach mathematics to students in grades 5-9. The program provides an educational pathway for students who have earned an Associate in Arts degree to include specific math and education prerequisites. Upon graduation, students will meet the mandated state teaching requirements for certification in Middle Grades Mathematics Education.

## Program Highlights:

The BS in Middle Grades Mathematics Education degree is a Florida Department of Education (FLDOE) approved program. The program includes courses in statistics, geometry, liberal arts, and algebra. In addition, teacher candidates will take courses to prepare them to work with English Language Learners (ELLs) and students with exceptionalities. Throughout the program, teacher candidates will develop classroom management and assessment strategies for working with a diverse population of students. Field experience requirements are progressive in nature, building upon previous semester experiences. Students will progress through diverse field experiences, teach lessons through the practicum courses, and complete a full-time teaching internship in their final semester. Courses are offered for full-time and part-time students, with blended and on-line course offerings where applicable.

## Admission Requirements:

In addition to fulfilling the entrance requirements for Florida SouthWestern State College, applicants for the BS in Middle Grades Mathematics Education degree program must meet the following requirements consistent with Florida Statute 1004.04:

1. Completion of the Associate in Arts (AA) degree or the equivalent, including all general education and required Florida mandated common course program prerequisites. Students with a minimum of 60 transferable hours, with all general education requirements and prerequisites met, may apply for admission.
2. Completion of the lower-division education prerequisite courses: EDF 2005 - Introduction to the Teaching Profession, EDF 2085 - Introduction to Diversity for Educators- (I), and EME 2040 - Introduction to Technology for Educators, with grades of "C" or higher.
3. Completion of MAC 2311 and one additional MAC (4-credit) course.
4. Applicants must have a grade point average of at least 2.5 on a 4.0 scale for the general education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association, as defined by State Board of Education rule, with a minimum of 60 credit hours.
5. Demonstrated mastery of general knowledge, including the ability to read, write, and compute, by passing the General Knowledge Test of the Florida Teacher Certification Examination.

6. Applicants not meeting stated admissions criteria may petition for program admittance if they feel that there are mitigating circumstances. Applicants must submit an official petition form to the School of Education (forms are available online at http://www.fsw.edu/soe/resources/forms/Appeal%20Form.pdf).

## Requirements to Enroll in Upper Division Courses:

1. Upon admission to the BS program, students must attend a mandatory orientation session prior to enrollment in upper division (3000 and 4000 level) courses.
2. Students must disclose background information that may preclude them from becoming certified at the time of admission. For continued enrollment in the program, students must be fingerprinted and screened by the Florida Department of Law Enforcement and the FBI prior to entering any school.
3. Prior to enrollment in any upper division courses, students must complete ENC 1101 - Composition I, ENC 1102 - Composition II and one general education math course.
4. To be eligible to enroll in MAE 4940 - Internship in Middle and Secondary Education with Mathematics Emphasis and Secondary Education with Mathematics Emphasis, students must have passed all sections of the General Knowledge Test, the Professional Educator's Exam and the Subject Area Exam.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill upper division program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using www.floridashines.org/.
6. Upper Division Transfer Course Review: Students who have completed previous upper division coursework in an Education Program may present those courses for evaluation by the Discipline Chair for Education. In some cases, students may be required to submit portfolio icons or assignments to demonstrate competency in the required Florida Educator Accomplished Practices, reading or ESOL standards. The student is urged to provide the Discipline Chair for Education with corresponding syllabi, samples of student work, and textbook/assignment information related to each upper division course. Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education Programs and may be required to submit additional documentation to support completion requirements.
7. The Florida SouthWestern State College Registrar's Office will ensure that previous coursework meets all relevant academic standards before acceptance for transfer. The Dean of the School of Education and the Education Admissions Committee will ensure adherence to the above admissions criteria.
8. In addition to adherence to the Florida SouthWestern State College *Student Code of Conduct (*Student Rights and Responsibilities*)*, policies, and procedures, teacher candidates must adhere to disposition policies and procedures as published in the *School of Education Student Handbook*.

## Priority Application Deadlines:

Fall term - August 1;  Spring term - December 1;  Summer term - April 1

# Degree Requirements: 120 Hours

# General Education Courses: 36 Credits

**Refer to the FSW** *General Education Program Guide*

## COMMUNICATIONS CATEGORY: 9 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** (writing intensive-must complete with a "C" or better)
- ENC 1102 - Composition II **3 credits** (writing intensive-must complete with a "C" or better)
- Additional Communication General Education course **- 3 credits**

## HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**
- Writing intensive Humanities course, must pass with a "C" or better **- 3 credits**

## SOCIAL SCIENCES CATEGORY: 9 Credits Required

- PSY 2012 - Introduction to Psychology **3 credits**
  **OR**
- DEP 2004 - Human Growth and Development **3 credits**

- Writing intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Social Sciences General Education course (if PSY 2012 is selected above),or Core Social Sciences General Education Course (if DEP 2004 is selected above) **- 3 credits**

## MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course **- 3 credits**
- Any Mathematics General Education course **- 3 credits**

## NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3 credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3 credits**

## Required State Mandated Prerequisite Courses required for admission (grades of "C" or better)

- EDF 2005 - Introduction to the Teaching Profession **3 credits**
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits**
- MAC XXXX college level Mathematics course **4 credits** *
- MAC 2311 - Calculus with Analytic Geometry I **4 credits** * (with typical prerequisite sequence of MAC 1106 & 1114, or MAC 1140 & 1114, or MAC 1147)

*can satisfy General Education Mathematics requirements

## Lower Division Degree Requirements (12 credit hours)

(can be taken after admission to the BS as part of the degree requirements if AA requirements were met with other college level mathematics)

- MGF 1106 - Mathematics for Liberal Arts I **3 credits** *
- MGF 1107 - Mathematics for Liberal Arts II **3 credits** *

- MTG 3212 - College Geometry **3 credits**
  **OR**
- MTG 2206 - College Geometry **3 credits**

- STA 2023 - Statistical Methods I **3 credits** *

  *can satisfy General Education Mathematics requirements

## Upper Division Education Requirements (47 credit hours); Service Learning (30 hours)

- EDF 3214 - Human Development and Learning **3 credits**
- EDF 4782 - Ethics and Law **2 credits**
- EDG 3410 - Classroom Management and Communication **3 credits**
- EDG 4004 - Special Topics in Education I **1 credit**
- EDM 3230 - Middle & Secondary Curriculum and Instruction **3 credits**
- EEX 3012 - Educational Needs of Students with Exceptionalities **3 credits**
- ESE 4323 - Educational Assessment **3 credits**
- MAE 3320C - Teaching Methods in Middle School Mathematics with Practicum **4 credits**

- MAE 3823C - Teaching Algebra in Middle School with Practicum **4 credits**
  OR
- MAE 4330C - Teaching Methods in Secondary School Mathematics with Practicum **4 credits**

- MAE 4940 - Internship in Middle and Secondary Education with Mathematics Emphasis **12 credits**
- RED 3324 - Teaching Reading in the Middle School Curriculum **3 credits**
- RED 4335 - Teaching Reading in the Content Areas **3 credits**
- TSL 4140 - ESOL Methods, Curriculum and Assessment **3 credits**

## Service Learning Requirement (30 hours)

All Education baccalaureate degrees have a 30-hour service learning requirement. Ten hours will be completed each semester, leading up to final internship. The requirement begins to be met with completion of EDG 4004, and the final culmination and validation of hours will be part of the final internship portfolio for each student.

## School Based Hour Requirements (685 total hours)

Teacher candidates must submit an application for Practicum I and II as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During Internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the K-12 mentor teacher.

Refer to individual course descriptions for additional information about school based hour requirements.

## B.S. in Education Graduation Requirements

1. Students must earn a cumulative GPA of 2.5 or higher on a 4.0 scale.
2. Foreign Language Competency Requirement:

   -2 years of the same High School Foreign Language, or
   -Documented foreign language proficiency through testing, or
   -2 semesters of the same College Level Foreign Language (level II proficiency), or
   -Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

3. Students must pass all required sections of the Florida Teachers Certification Examinations (FTCE) for certification within the State of Florida.
4. While Florida SouthWestern State College governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all education students to demonstrate competency in all of the revised Florida Educator Accomplished Practices (FEAPs), Florida Subject Area Competencies (FSAC), and Professional Educator Competencies and Skills (PECS) as a condition of graduation, including completion of a professional portfolio. Elementary and Middle Grades Language Arts students must demonstrate achievement of all State required ESOL Competencies and Performance Standards and Reading competencies as a condition of graduation.
6. Students must apply for internship the semester prior to enrollment in the final internship. Fall graduates must apply no later than February 1 of the preceding spring semester. Spring graduates must apply no later than October 1 of the preceding fall semester.
7. Students must successfully complete all school based hours to include two ten week practicums and one fifteen week internship experience as a condition of graduation.
8. Teacher candidates must submit an application for Foundation, Practicum I and II, as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the k-12 mentor teacher.
9. Students must complete 30 service learning hours prior to their final internship in order to graduate.
10. Following graduation, students must apply to the FLDOE for their teaching license.

Students must submit a School of Education Graduation Form to their Internship faculty during their first two weeks of final internship.

Students must also complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

**Information is available online at www.fsw.edu/academics/ or on the School of Education Home Page at www.fsw.edu/soe.**

# Middle Grades Science Education, BS

The Bachelor of Science (BS) in Middle Grades Science Education is designed to prepare individuals to teach life and physical science in grades 5-9. The program provides an educational pathway for students who have earned an Associate in Arts degree to include specific science and education prerequisites. Upon graduation, students will meet the mandated state teaching requirements for certification in Middle Grades Science Education.

## Program Highlights:

The Middle Grades Science Education degree is a Florida Department of Education (FLDOE) approved program. The program includes courses that prepare teacher candidates to understand the nature of the adolescent learner and the middle grades philosophy. Content courses cover general ecology, scientific processes, and physical and biological sciences. In addition, teacher candidates will take courses to prepare them to teach English as a second language, students with exceptionalities, and reading competency. Throughout the program, teacher candidates will develop classroom management and assessment strategies for working with a diverse population of students. Field experience requirements are progressive in nature, building upon previous semester experiences. Students will complete field experience, teach lessons through the practicum courses, and complete a full-time teaching internship in their final semester. Courses are offered for full-time and part-time students, with blended technology and online courses where applicable.

## Admission Requirements:

In addition to fulfilling the entrance requirements for Florida SouthWestern State College, applicants for the BS in Middle Grades Science Education degree program must meet the following requirements consistent with Florida Statute 1004.04:

1. Completion of the Associate in Arts (AA) degree, or the equivalent, including all General Education Core Requirements and required Florida mandated common course program prerequisites. Students with a minimum of 60 transferable hours, with all General Education requirements and prerequisites met, may apply for admission.
2. Completion of the lower-division education prerequisite courses: EDF 2005 - Introduction to the Teaching Profession, EDF 2085 - Introduction to Diversity for Educators- (I), and EME 2040 - Introduction to Technology for Educators with grades of "C" or higher.
3. Completion of [(BSC X010/X010L & BSC X011/X011L) **OR** (BSC X010C & BSC X011C)] **AND** (GLY XXXX/GLY XXXXL **OR** GLY XXXXC) **AND** OCE XXXX. It is recommended that students take additional elective credits in the following areas: [(CHM X045/X045L & CHM X046/X046L) **OR** (CHM X045C & CHM X046C)] **OR** [(PHY X053/X053L & PHY X054/X054L) **OR** (PHY X053C & PHY X054C)] **OR** [(PHY X048/X048L & PHY X049/X049L) **OR** (PHY X048C & PHY X049C)].

4. Applicants must have a grade point average of at least 2.5 on a 4.0 scale for the General Education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association as defined by State Board of Education rule, with a minimum of 60 credit hours.
5. Demonstrated mastery of general knowledge, including the ability to read, write, and compute, by passing the General Knowledge Test of the Florida Teacher Certification Examination.
6. Applicants not meeting stated admissions criteria may petition for program admittance if they feel that there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Registrar Applicants must submit an official petition form to the School of Education (forms are available online at www.fsw.edu/soe/resources/forms/Appeal%20Form.pdf).

## Requirements to Enroll in Upper Division Courses:

1. Upon admission to the BS program, students must attend a mandatory orientation session prior to enrollment in upper division (3000 and 4000 level) courses.
2. Students must disclose background information that may preclude them from becoming certified at the time of admission. For continued enrollment in the program, students must be fingerprinted and screened by the Florida Department of Law Enforcements and the FBI prior to entering any school.
3. Prior to enrollment in any upper division courses, students must complete ENC 1101 - Composition I, ENC 1102 - Composition II and one general education math course.
4. To be eligible to enroll in SCE 4943 - Internship in Middle Grades Science Education, students must have passed all sections of the General Knowledge Test, the Professional Educator's Exam and the Subject Area Exam.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill upper division program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using www.floridashines.org/.
6. Upper Division Transfer Course Review: Students who have completed previous upper division coursework in an Education Program may present those courses for evaluation by the Discipline Chair for Education. In some cases, students may be required to submit portfolio icons or assignments to demonstrate competency in the required Florida Educator Accomplished Practices, reading or ESOL standards. The student is urged to provide the Discipline Chair for Education with corresponding syllabi, samples of student work, and textbook/assignment information related to each upper division course. Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education Programs and may be required to submit additional documentation to support completion requirements.
7. The Florida SouthWestern State College Registrar's Office will ensure that previous coursework meets all relevant academic standards before acceptance for transfer. The Dean of the School of Education and the Education Admissions Committee will ensure adherence to the above admissions criteria.
8. In addition to adherence to the Florida SouthWestern State College *Student Code of Conduct* (Student Rights and Responsibilities), policies and procedures, teacher candidates must adhere to disposition policies, unit policies, and procedures as published in the *School of Education Student Handbook.*

## Priority Application Deadlines:

Fall term - August 1; Spring term - December 1; Summer term - April 1

# Degree Requirements: 120 Hours

## General Education Courses: 36 Credits

**Refer to the FSW** *General Education Program Guide*

## COMMUNICATIONS CATEGORY: 9 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** (writing intensive-must complete with a "C" or better)
- ENC 1102 - Composition II **3 credits** (writing intensive-must complete with a "C" or better)
- Additional Communication General Education course **- 3 credits**

## HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course - **3 credits**
- Writing intensive Humanities course, must pass with a "C" or better - **3 credits**

## SOCIAL SCIENCES CATEGORY: 9 Credits Required

- PSY 2012 - Introduction to Psychology **3 credits**
  or
- DEP 2004 - Human Growth and Development **3 credits**

- Writing intensive Social Sciences course, must pass with a "C" or better - **3 credits**
- Any Social Sciences General Education course (if PSY 2012 is selected above), or Core Social Sciences General Education Course (if DEP 2004 is selected above) - **3 credits**

## MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course - **3 credits**
- Any Mathematics General Education course - **3 credits**

## NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory - **3 credits**
- Any Natural Sciences General Education course with corresponding laboratory - **3 credits**

## Required State Mandated Prerequisite Courses required for admission (grades of "C" or better)

- EDF 2005 - Introduction to the Teaching Profession **3 credits**
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits**

## The following courses can satisfy the General Education Natural Sciences requirement:

- BSC 1010 - Biological Science I **3 credits** and
- BSC 1010L - Biological Science I Laboratory **1 credit**

- BSC 1011 - Biological Science II **3 credits** and
- BSC 1011L - Biological Science II Laboratory **1 credit**

- GLY 1XXX - Geology
- OCE 1XXX - Oceanography

Students can choose any of the following options as electives:

- CHM 2045 - General Chemistry I **3 credits** and
- CHM 2045L - General Chemistry I Laboratory **1 credit**
- CHM 2046 - General Chemistry II **3 credits** and
- CHM 2046L - General Chemistry II Laboratory **1 credit**

**OR**

- PHY 2048 - General Physics I **4 credits** and
- PHY 2048L - General Physics I Laboratory **1 credit**
- PHY 2049 - General Physics II **4 credits** and
- PHY 2049L - General Physics II Laboratory **1 credit**

**OR**

- PHY 2053 - College Physics I **4 credits** and
- PHY 2053L - College Physics I Laboratory **1 credit**
- PHY 2054 - College Physics II **4 credits** and
- PHY 2054L - College Physics II Laboratory **1 credit**

## Upper Division Education Requirements (53 credit hours):

- EDF 3214 - Human Development and Learning **3 credits**
- EDF 4782 - Ethics and Law **2 credits**
- EDG 3410 - Classroom Management and Communication **3 credits**
- EDG 4004 - Special Topics in Education I **1 credit**
- EDM 3230 - Middle & Secondary Curriculum and Instruction **3 credits**
- EEX 3012 - Educational Needs of Students with Exceptionalities **3 credits**
- ESE 4323 - Educational Assessment **3 credits**
- ISC 1002C - Foundations of Interdisciplinary Science II **3 credits**
- PCB 3043C - General Ecology **3 credits**
- RED 3324 - Teaching Reading in the Middle School Curriculum **3 credits**
- RED 4335 - Teaching Reading in the Content Areas **3 credits**
- SCE 3320C - Teaching Biology & Other Life Sciences in the Middle School with Practicum **4 credits**
- SCE 3420C - Teaching Physical Science in the Middle School with Practicum **4 credits**
- SCE 4943 - Internship in Middle Grades Science Education **12 credits**
- TSL 4140 - ESOL Methods, Curriculum and Assessment **3 credits**

## General Electives (7 credit hours):

- Students are encouraged to select additional science courses to complement their major

**AND/OR**

- EDG 4935 - Special Topics II in Middle and Secondary School Education **2 credits**

## Service Learning Requirement (30 hours)

All Education baccalaureate degrees have a 30-hour service learning requirement. Ten hours will be completed each semester, leading up to final internship. The requirement begins to be met with completion of EDG 4004, and the final culmination and validation of hours will be part of the final internship portfolio for each student.

## School Based Hour Requirements (685 total hours)

Teacher candidates must submit an application for Practicum I and II as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During Internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the K-12 mentor teacher.

Refer to individual course descriptions for additional information about school based hour requirements.

## B.S. in Education Graduation Requirements

1. Students must earn a cumulative GPA of 2.5 or higher on a 4.0 scale.
2. The Foreign Language Competency Requirement may be met by:

   -2 years of the same High School Foreign Language, or
   -Documented foreign language proficiency through testing, or
   -2 semesters of the same College Level Foreign Language (level II proficiency), or
   -Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

3. Students must pass all required sections of the Florida Teachers Certification Examinations (FTCE) for certification within the State of Florida.
4. While Florida SouthWestern State College governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all education students to demonstrate competency in all of the revised Florida Educator Accomplished Practices (FEAPs), Florida Subject Area Competencies (FSAC), and Professional Educator Competencies and Skills (PECS) as a condition of graduation, including completion of a professional portfolio. Elementary and Middle Grades Language Arts students must demonstrate achievement of all State required ESOL Competencies and Performance Standards and Reading competencies as a condition of graduation.
6. Students must apply for internship the semester prior to enrollment in the final internship. Fall graduates must apply no later than February 1 of the preceding spring semester. Spring graduates must apply no later than October 1 of the preceding fall semester.
7. Students must successfully complete all school based hours to include two ten week practicums and one fifteen week internship experience as a condition of graduation.
8. Teacher candidates must submit an application for Foundation, Practicum I and II, as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the k-12 mentor teacher.
9. Students must complete 30 service learning hours prior to their final internship in order to graduate.
10. Following graduation, students must apply to the FLDOE for their teaching license.

Students must submit a School of Education Graduation Form to their Internship faculty during their first two weeks of final internship.

Students must also complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

**Information is available online at www.fsw.edu/academics/ or on the School of Education Home Page at www.fsw.edu/soe**.

# Secondary Biology Education, BS

The Bachelor of Science (BS) in Secondary Biology Education program is designed to prepare individuals to teach biology grades 6-12 (middle and high school). The program provides an educational pathway for students who have earned an Associate in Arts degree to include specific science and education prerequisites. Upon graduation, students will meet the mandated state teaching requirements, for certification in Secondary Biology Education.

## Program Highlights:

The BS in Secondary Biology Education program includes courses in teaching students with English as a second language, students with exceptionalities, reading competency, classroom management, assessment, and integrated approaches to teaching methodologies at the middle and high school levels. Field experience requirements are progressive in nature, building upon previous semester experiences. Students will observe teachers in the field, teach lessons through the practicum courses, and complete a full-time teaching internship in their final semester. Courses are offered for full and part time students, with blended technology components where applicable.

## Admission Requirements:

In addition to fulfilling the entrance requirements for Florida SouthWestern State College, applicants for the BS in Secondary Biology Education degree program must meet the following requirements consistent with Florida Statute 1004.04:

1. Completion of the Associate in Arts (AA) degree, or the equivalent, including all General Education Core Requirements and required Florida mandated common course program prerequisites. Students with a minimum of 60 transferable hours, with all General Education requirements and prerequisites met, may apply for admission.
2. Completion of the lower-division education prerequisite courses: EDF 2005 - Introduction to the Teaching Profession, EDF 2085 - Introduction to Diversity for Educators- (I), and EME 2040 - Introduction to Technology for Educators, with grades of "C" or higher.
3. Completion of [(BSC X010/X010L & BSC X011/X011L) **OR** (BSC X010C & BSC X011C)] **AND** [(CHM X045/X045L & CHM X046/X046L) **OR** (CHM X045C & CHM X046C)] **AND** (MAC X311 OR MACX241). It is recommended that students take electives in the following areas: [(PHY X053/X053L & PHY X054/X054L) **OR** (PHY X053C & PHY X054C)] **OR** (PHY X048C & PHY X049C).
4. Applicants must have a grade point average of at least 2.5 on a 4.0 scale for the General Education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association, as defined by State Board of Education rule, with a minimum of 60 credit hours.
5. Demonstrated mastery of general knowledge, including the ability to read, write, and compute, by passing the General Knowledge Test of the Florida Teacher Certification Examination.
6. Applicants not meeting stated admissions criteria may petition for program admittance if they feel that there are mitigating circumstances. Applicants must submit an official petition form to the School of Education (forms are available online at http://www.fsw.edu/soe/resources/forms/Appeal%20Form.pdf).

## Requirements to Enroll in Upper Division Courses:

1. Upon admission to the BS program, students must attend a mandatory orientation session prior to enrollment in upper division (3000 and 4000 level) courses.
2. Students must disclose background information that may preclude them from becoming certified at the time of admission. For continued enrollment in the program, students must be fingerprinted and screened by the Florida Department of Law Enforcements and the FBI prior to entering any school.
3. Prior to enrollment in any upper division courses, students must complete ENC 1101 - Composition I, ENC 1102 - Composition II and one general education math course.
4. To be eligible to enroll in SCE 4940 - Internship in Secondary Education with Biology Emphasis, students must have passed all sections of the General Knowledge Test, the Professional Educator's Exam, and the Subject Area Exam.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill upper division program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using www.floridashines.org/.
6. Upper Division Transfer Course Review: Students who have completed previous upper division coursework in an Education Program may present those courses for evaluation by the Discipline Chair for Education. In some cases, students may be required to submit portfolio icons or assignments to demonstrate competency in the required Florida Educator Accomplished Practices, reading or ESOL standards. The student is urged to provide the Discipline Chair for Education with corresponding syllabi, samples of student work, and textbook/assignment information related to each upper division course. Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education Programs and may be required to submit additional documentation to support completion requirements.

   The Florida SouthWestern State College Registrar's Office will ensure that previous coursework meets all relevant academic standards before acceptance for transfer. The Dean of the School of Education and the Education Admissions Committee will ensure adherence to the above admissions criteria.
7. In addition to adherence to the Florida SouthWestern State College *Student Code of Conduct (*Student Rights and Responsibilities*)*, policies, and procedures, teacher candidates must adhere to disposition policies, unit policies, and procedures as published in the *School of Education Student Handbook.*

## Priority Application Deadlines:

Fall term - August 1; Spring term - December 1; Summer term - April 1

# Degree Requirements: 120 Hours

# General Education Courses: 36 Credits

**Refer to the FSW** *General Education Program Guide*

## COMMUNICATIONS CATEGORY: 9 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive - must complete with a "C" or better
- Additional Communication General Education course **- 3 credits**

## HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**
- Writing intensive Humanities course, must pass with a "C" or better **- 3 credits**

## SOCIAL SCIENCES CATEGORY: 9 Credits Required

Core Social Sciences General Education course **- 3 credits**

Writing intensive Social Sciences course, must pass with a "C" or better **- 3 credits**

Any Social Sciences General Education course **- 3 credits**

## MATHEMATICS CATEGORY: 6 Credits Required

*(MAC 1105, MAC 1114 & MAC 1140)* **OR** *(MAC 1105 & MAC 1147) recommended; refer to prerequisites for MAC 2311*

- Core Mathematics General Education course **- 3 credits**
- Any Mathematics General Education course **- 3 credits**

## NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3 credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3 credits**

## Required State Mandated Prerequisite Courses (grades of "C" or better) and electives for the Associate in Arts Degree (minimum of 23 credit hours):

- EDF 2005 - Introduction to the Teaching Profession **3 credits**
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits**

- BSC 1010 - Biological Science I **3 credits** *
  **and**
- BSC 1010L - Biological Science I Laboratory **1 credit**

- BSC 1011 - Biological Science II **3 credits** *
  **and**
- BSC 1011L - Biological Science II Laboratory **1 credit**

- MAC 2311 - Calculus with Analytic Geometry I **4 credits** *

## The following courses (or 8 hours of physics with lab)

- CHM 2045 - General Chemistry I **3 credits** *

**and**

- CHM 2045L - General Chemistry I Laboratory **1 credit**

- CHM 2046 - General Chemistry II **3 credits** *
  **and**
- CHM 2046L - General Chemistry II Laboratory **1 credit**
  (can be taken while enrolled in upper level courses)

Note:

* **Courses can be used to satisfy General Education Core Requirements in Natural Sciences**

## Upper Division Education Requirements (60 credit hours); Service Learning (30 hours)

- EDF 3214 - Human Development and Learning **3 credits**
- EDF 4782 - Ethics and Law **2 credits**
- EDG 3410 - Classroom Management and Communication **3 credits**
- EDG 4004 - Special Topics in Education I **1 credit**
- EDM 3230 - Middle & Secondary Curriculum and Instruction **3 credits**
- EEX 3012 - Educational Needs of Students with Exceptionalities **3 credits**
- ESE 4323 - Educational Assessment **3 credits**
- ISC 1002C - Foundations of Interdisciplinary Science II **3 credits**
- MCB 2010C - Microbiology **4 credits**
- PCB 3023C - Cell Biology **3 credits**
- PCB 3043C - General Ecology **3 credits**
- PCB 3063C - Genetics **3 credits**
- RED 4335 - Teaching Reading in the Content Areas **3 credits**
- SCE 3320C - Teaching Biology & Other Life Sciences in the Middle School with Practicum **4 credits**
- SCE 3362C - Methods in Teaching High School Science with Practicum **4 credits**
- SCE 4940 - Internship in Secondary Education with Biology Emphasis **12 credits**
- TSL 4140 - ESOL Methods, Curriculum and Assessment **3 credits**

### Service Learning Requirement (30 hours)

All Education baccalaureate degrees have a 30-hour service learning requirement. Ten hours will be completed each semester, leading up to final internship. The requirement begins to be met with completion of EDG 4004, and the final culmination and validation of hours will be part of the final internship portfolio for each student.

## School Based Hour Requirements (685 total hours)

Teacher candidates must submit an application for Practicum I and II as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses

must span a minimum of ten weeks. During Internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the K-12 mentor teacher.

Refer to individual course descriptions for additional details about school based experiences.

## B.S. in Education Graduation Requirements

1. Students must earn a cumulative GPA of 2.5 or higher on a 4.0 scale.
2. Foreign Language Competency Requirement:

   -2 years of the same High School Foreign Language, or
   -Documented foreign language proficiency through testing, or
   -2 semesters of the same College Level Foreign Language (level II proficiency), or
   -Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level -Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

3. Students must pass all required sections of the Florida Teachers Certification Examinations (FTCE) for certification within the State of Florida.
4. While Florida SouthWestern State College governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all education students to demonstrate competency in all of the revised Florida Educator Accomplished Practices (FEAPs), Florida Subject Area Competencies (FSAC), and Professional Educator Competencies and Skills (PECS) as a condition of graduation, including completion of a professional portfolio. Elementary and Middle Grades Language Arts students must demonstrate achievement of all State required ESOL Competencies and Performance Standards and Reading competencies as a condition of graduation.
6. Students must apply for internship the semester prior to enrollment in the final internship. Fall graduates must apply no later than February 1 of the preceding spring semester. Spring graduates must apply no later than October 1 of the preceding fall semester.
7. Students must successfully complete all school based hours to include two ten week practicums and one fifteen week internship experience as a condition of graduation.
8. Teacher candidates must submit an application for Foundation, Practicum I and II, as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the k-12 mentor teacher.
9. Students must complete 30 service learning hours prior to their final internship in order to graduate.
10. Following graduation, students must apply to the FLDOE for their teaching license.

Students must submit a School of Education Graduation Form to their Internship faculty during their first two weeks of final internship.

Students must also complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

**Information is available online at www.fsw.edu/academics/ or on the School of Education Home Page at www.fsw.edu/soe.**

# Secondary Mathematics Education, BS

The Bachelor of Science (BS) in Secondary Mathematics Education program is designed to prepare individuals to teach mathematics grades 6-12 (middle and high school). The program provides an educational pathway for students who have earned

an Associate in Arts degree to include specific math and education prerequisites. Upon graduation, students will meet the mandated state teaching requirements for certification in Secondary Mathematics Education.

## Program Highlights:

The BS in Secondary Mathematics Education degree is a Florida Department of Education (FLDOE) approved program. The program includes courses in teaching students with English as a second language, students with exceptionalities, reading competency, classroom management, assessment, and integrated approaches to teaching methodologies at the middle and high school levels. Field experience requirements are progressive in nature, building upon previous semester experiences. Students will observe teachers in the field, teach lessons through the practicum courses, and complete a full-time teaching internship in their final semester. Courses are offered for full and part time students, with blended technology components where applicable.

## Admission Requirements:

In addition to fulfilling the entrance requirements for Florida SouthWestern State College, applicants for the BS in Secondary Mathematics Education degree program must meet the following requirements consistent with Florida Statute 1004.04:

1. Completion of the Associate in Arts (AA) degree or the equivalent, including all general education core requirements and required Florida mandated course prerequisites. Students with a minimum of 60 transferable hours, with all general education core requirements and prerequisites met, may apply for admission.
2. Completion of the lower-division education prerequisite courses: EDF 2005 - Introduction to the Teaching Profession, EDF 2085 - Introduction to Diversity for Educators- (I), and EME 2040 - Introduction to Technology for Educators, with grades of "C" or higher.
3. Completion of MAC 2311, MAC 2312, and one additional MAC (4 credits), MTG (4 credits) **or** MAS (4 credits) courses.
4. Applicants must have a grade point average of at least 2.5 on a 4.0 scale for the General Education component of undergraduate studies or have completed the requirements for a baccalaureate degree with a minimum grade point average of 2.5 on a 4.0 scale from any college or university accredited by a regional accrediting association, as defined by State Board of Education rule, with a minimum of 60 credit hours.
5. Demonstrated mastery of general knowledge, including the ability to read, write, and compute, by passing the General Knowledge Test of the Florida Teacher Certification Examination.
6. Applicants not meeting stated admissions criteria may petition for program admittance if they feel that there are mitigating circumstances. Applicants must submit an official petition form to the School of Education (forms are available online at www.fsw.edu/soe/resources/forms/Appeal%20Form.pdf).

## Requirements to Enroll in Upper Division Courses:

1. Upon admission to the BS program, students must attend a mandatory orientation session prior to enrollment in upper division (3000 and 4000 level) courses.
2. Students must disclose background information that may preclude them from becoming certified at the time of admission. For continued enrollment in the program, students must be fingerprinted and screened by the Florida Department of Law Enforcements and the FBI prior to entering any school.
3. Prior to enrollment in any upper division courses, students must complete ENC 1101 - Composition I, ENC 1102 - Composition II and one general education math course.
4. To be eligible to enroll in MAE 4940 - Internship in Middle and Secondary Education with Mathematics Emphasis, students must have passed all sections of the General Knowledge Test, the Professional Educator's Exam and the Subject Area Exam.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill upper division program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using www.floridashines.org/.
6. Upper Division Transfer Course Review: Students who have completed previous upper division coursework in an Education Program may present those courses for evaluation by the Discipline Chair for Education. In some cases,

students may be required to submit portfolio icons or assignments to demonstrate competency in the required Florida Educator Accomplished Practices, reading or ESOL standards. The student is urged to provide the Discipline Chair for Education with corresponding syllabi, samples of student work, and textbook/assignment information related to each upper division course. Students may transfer equivalent courses as determined by the State Common Course Numbering System. However, Florida SouthWestern State College reserves the right to deny common course number credit for courses in which practicum or internship components reside. Students must fulfill all required competencies, standards, skills and dispositions within the Bachelor of Science in Education Programs and may be required to submit additional documentation to support completion requirements.

7. The Florida SouthWestern State College Registrar's Office will ensure that previous coursework meets all relevant academic standards before acceptance for transfer. The Dean of the School of Education and the Education Admissions Committee will ensure adherence to the above admissions criteria.
8. In addition to adherence to the Florida SouthWestern State College *Student Code of Conduct* (Student Rights and Responsibilities), policies, and procedures, teacher candidates must adhere to disposition policies, unit policies, and procedures as published in the *School of Education Student Handbook.*

### Priority Application Deadlines:

Fall term - August 1; Spring term - December 1; Summer term - April 1

## Degree Requirements: 120 Hours

## General Education Courses: 36 Credits

**Refer to the FSW** *General Education Program Guide*

### COMMUNICATIONS CATEGORY: 9 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive - must complete with a "C" or better
- Additional Communication General Education course **- 3 credits**

### HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**
- Writing intensive Humanities course, must pass with a "C" or better **- 3 credits**

### SOCIAL SCIENCES CATEGORY: 9 Credits Required

- PSY 2012 - Introduction to Psychology **3 credits**
  **OR**
- DEP 2004 - Human Growth and Development **3 credits**

- Writing intensive Social Sciences course, must pass with a "C" or better **- 3 credits**

- Any Social Sciences General Education course (if PSY 2012 is selected above),or Core Social Sciences General Education Course (if DEP 2004 is selected above) **- 3 credits**

## MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course **- 3 credits**
- Any Mathematics General Education course **- 3 credits**

## NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with corresponding laboratory **- 3 credits**
- Any Natural Sciences General Education course with corresponding laboratory **- 3 credits**

## Required State Mandated Prerequisite Courses required for admission (grades of "C" or better) and electives for the Associate in Arts Degree

- EDF 2005 - Introduction to the Teaching Profession **3 credits**
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits**
- MAC 2311 - Calculus with Analytic Geometry I **4 credits** *
- MAC 2312 - Calculus with Analytic Geometry II **4 credits** *
- General Education Mathematics electives **4 credit hours** *

*can satisfy General Education Mathematics requirements

## Lower Division Degree Requirement (not admission requirement):

- STA 2023 - Statistical Methods I **3 credits** * (can be taken while enrolled in upper division courses)

*can satisfy General Education Mathematics requirements

## Upper Division Education Requirements (60 credit hours):

- EDF 3214 - Human Development and Learning **3 credits**
- EDF 4782 - Ethics and Law **2 credits**
- EDG 3410 - Classroom Management and Communication **3 credits**
- EDG 4004 - Special Topics in Education I **1 credit**
- EDM 3230 - Middle & Secondary Curriculum and Instruction **3 credits**
- EEX 3012 - Educational Needs of Students with Exceptionalities **3 credits**
- ESE 4323 - Educational Assessment **3 credits**
- MAC 2313 - Calculus with Analytic Geometry III **4 credits**
- MAE 3320C - Teaching Methods in Middle School Mathematics with Practicum **4 credits**

- MAE 4330C - Teaching Methods in Secondary School Mathematics with Practicum **4 credits**
- MAE 4940 - Internship in Middle and Secondary Education with Mathematics Emphasis **12 credits**
- MAS 3105 - Linear Algebra **3 credits**
- MAS 4301 - Abstract Algebra I **3 credits**
- MHF 2191 - Mathematical Foundations **3 credits**

- MTG 3212 - College Geometry **3 credits**
  **OR**
- MTG 2206 - College Geometry **3 credits**

- RED 4335 - Teaching Reading in the Content Areas **3 credits**
- TSL 4140 - ESOL Methods, Curriculum and Assessment **3 credits**

## Service Learning Requirement (30 hours)

All Education baccalaureate degrees have a 30-hour service learning requirement. Ten hours will be completed each semester, leading up to final internship. The requirement begins to be met with completion of EDG 4004, and the final culmination and validation of hours will be part of the final internship portfolio for each student.

## School Based Hour Requirements (685 total hours)

Teacher candidates must submit an application for Practicum I and II as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During Internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the K-12 mentor teacher.

Refer to individual course descriptions for additional information about school based hour requirements.

## B.S. in Education Graduation Requirements

1. Students must earn a cumulative GPA of 2.5 or higher on a 4.0 scale.
2. Foreign Language Competency Requirement:

   -2 years of the same High School Foreign Language, or
   -Documented foreign language proficiency through testing, or
   -2 semesters of the same College Level Foreign Language (level II proficiency), or
   -Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

3. Students must pass all required sections of the Florida Teachers Certification Examinations (FTCE) for certification within the State of Florida.
4. While Florida SouthWestern State College governs a student's program requirements, changes to a program emanating from the Florida State Board of Education will take precedence over the College catalog and may alter a student's program of study.
5. The Florida State Board of Education requires all education students to demonstrate competency in all of the revised Florida Educator Accomplished Practices (FEAPs), Florida Subject Area Competencies (FSAC), and Professional

Educator Competencies and Skills (PECS) as a condition of graduation, including completion of a professional portfolio. Elementary and Middle Grades Language Arts students must demonstrate achievement of all State required ESOL Competencies and Performance Standards and Reading competencies as a condition of graduation.

6. Students must apply for internship the semester prior to enrollment in the final internship. Fall graduates must apply no later than February 1 of the preceding spring semester. Spring graduates must apply no later than October 1 of the preceding fall semester.
7. Students must successfully complete all school based hours to include two ten week practicums and one fifteen week internship experience as a condition of graduation.
8. Teacher candidates must submit an application for Foundation, Practicum I and II, as well as for Final Internship to the Field Experience Office. All required benchmarks must be met prior to being approved for Field Experience placements. All practicum courses must span a minimum of ten weeks. During internship, teacher candidates are expected to attend all duty days and assume all responsibilities as required of the k-12 mentor teacher.
9. Students must complete 30 service learning hours prior to their final internship in order to graduate.
10. Following graduation, students must apply to the FLDOE for their teaching license. Students must submit a School of Education Graduation Form to their Internship faculty during their first two weeks of final internship.

Students must also complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate.

Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

**Information is available online at www.fsw.edu/academics/ or on the School of Education Home Page at www.fsw.edu/soe**.

# Early Childhood Education, AS

This program is designed to prepare students who want to work with young children in a variety of public or private programs as well as those who are already employed in early childhood settings. Students in this program are provided with comprehensive courses that are focused on children from birth through age eight. The study of research and theory is blended with many opportunities for hands-on experiences. Students who wish to earn a National Child Development Associate (CDA) credential may complete the necessary coursework as part of this degree.

## Program Highlights:

The AS in Early Childhood Education degree program equips students to become reflective, transformative, and successful educators of the very young. Students will learn to apply theory to practice, to understand the relationships between children, families and communities in a diverse world. Students who wish to earn a National Child Development Associate (CDA) credential may complete the necessary coursework as part of this degree. Students seeking the Florida Director's credential may take the state-approved course, Administration of a Child Care Center. Courses are offered for full-time and part-time students, with blended and online courses where applicable.

## Admission Requirements:

Students must fulfill the entrance requirements for Florida SouthWestern State College.

## Degree Requirements: 63 credit hours

## General Education Requirements: 18 credit hours

- ENC 1101 - Composition I **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**
- General Education Humanities **- 3 credits**
- General Education Social Sciences writing intensive course **- 3 credits**
- General Education Mathematics course **- 3 credits**
- General Education Natural Sciences course **- 3 credits**

## Early Childhood Education Core Requirements (36 credit hours)

- CHD 1134 - Management of Early Childhood Learning **3 credits**
- CHD 1135 - Understanding Young Children **3 credits**
- CHD 1220 - Introduction to Child Development **3 credits**
- CHD 1332 - Creative Experiences for the Young Child **3 credits**
- CHD 2324 - Early Childhood Language Arts and Reading **3 credits**
- EEC 1000 - Foundations in Early Childhood Education **3 credits**
- EEC 1202 - Principles of Early Childhood Curriculum **3 credits**
- EEC 1603 - Positive Guidance and Behavior Management **3 credits**
- EEC 1946 - Early Childhood Practicum I **3 credits**
- EEC 1947 - Early Childhood Practicum II **3 credits**
- EEX 1013 - Special Needs in Early Childhood Education **3 credits**
- HSC 1421 - Health, Safety, and Nutrition for the Young Child **3 credits**

## Early Childhood Education Core Electives (Choose 3) (9 credit hours)

- CHD 1120 - Infant/Toddler Development **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**
- EEC 2521 - Administration of a Child Care Center **3 credits**
- EME 2040 - Introduction to Technology for Educators **3 credits** *
- EDF 2005 - Introduction to the Teaching Profession **3 credits** *
- EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits** *

*Courses required for students who wish to enroll in a Baccalaureate in Education degree program

## Total Credit Hours: 63

**Information is available online at www.fsw.edu/academics/ or on the School of Education Home Page at www.fsw.edu/soe**.

# School of Health Professions

The School of Health Professions at Florida SouthWestern State College offers many diverse options for students who want to pursue a career in the rewarding field of healthcare. According to the US Bureau of Labor Statistics, occupations related to health care are projected to have the fastest job growth between 2010 and 2020. Education and training in these fields will need some type of postsecondary education for entry in to the occupation.

Eleven associate degree and six certificate programs are available for entering the workforce upon graduation and successful credentialing. Baccalaureate degree options are also available for those who wish to advance their education in their discipline. Nursing, Paramedic, and Emergency Medical Technician academic programs are offered on all three campuses in Charlotte, Collier, and Lee counties.

### Program options in the School of Health Professions include:

- AS in Dental Hygiene
- AS in Health Information Technology
- AS in Human Services
- AS in Radiologic Technology
- AS in Opticianry (Partnership with Hillsborough Community College)
- AS in Physical Therapist Assistant (Partnership with Broward College)
- Certificate in Addiction Studies
- Certificate in Human Services Assistant
- Certificate in Youth Development

In addition to the valuable clinical experiences made available by our community hospitals and affiliates, Florida SouthWestern State College boasts a state of the art Simulation Education Center that has obtained global recognition. Faculty, staff, and students in the School of Health Professions are active in community and professional activities at the local, state, national, and international level.

Graduates of our health professions programs are extremely successful on credentialing examinations and with finding employment after graduation. Please take a moment to browse through our academic programs to see the many unique opportunities offered by each discipline. We look forward to having you experience the quality healthcare education offered in Florida SouthWestern State College School of Health Professions!

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

## Cardiopulmonary Sciences, BAS

The Bachelor of Applied Science (BAS) in Cardiopulmonary Sciences is a program designed for cardiovascular technologists and respiratory care professionals who want to advance their education.

Applicants should hold one of the following credentials:

- Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care
- Registered Cardiovascular Invasive Specialist (RCIS) or other registry level credentials from Cardiovascular Credentialing International
- Registered Diagnostic Cardiac Sonographer (RDCS) from the American Registry of Diagnostic Medical Sonographers.

On this foundation of skill, the proposed program will result in additional growth for professionals within the specialized area of Cardiopulmonary Sciences.

The program will provide cardiopulmonary professionals with a well-rounded general education in the arts and sciences as well as an advanced understanding in the Cardiopulmonary Sciences. The Cardiopulmonary Sciences BAS provides career advancement for entry-level health profession practitioners. Students will develop management and leadership skills and gain a broader-based knowledge of healthcare delivery skills. The program offers a diverse population of students with innovative

educational experiences and opportunities to meet the healthcare needs of the community they serve. The program provides a career and educational pathway for cardiovascular technologists and respiratory care professionals who have earned an Associate of Science degree in a related area or who hold comparable certification and licensure to treat patients.

## Program Highlights:

The BAS in Cardiopulmonary Sciences program includes courses in professional issues, advanced pharmacology, diagnosis and intervention, patient management, research, legal and ethical aspects of healthcare, pathophysiology, leadership, and community health. Courses are offered in a blend of online and traditional formats to accommodate students' various schedules and learning preferences. Students may select from an array of electives to complement their learning. Courses are offered for full-time and part-time students. The program also provides an excellent basis for continued formal education at the graduate level in the medical, public health, and education disciplines.

## Career Opportunities:

Cardiopulmonary professionals will be able to further promote the expansion of services in their communities, such as diagnosis and treatment of cardiopulmonary and sleep disorders, health promotion and disease prevention, patient education, pulmonary rehabilitation, disease-specific case management, and life support outside of the intensive care unit. Changes in health care policy, regulation, and reimbursements have required professionals to adopt these expanded roles, work more independently in settings across the continuum of care, and collaborate as partners on the healthcare delivery team.

## Admission Requirements:

1. Applicants must submit an application to the BAS Program and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale. Applicants must possess licensure, certification, or registration from the profession in which the applicant is practicing. Applicants should hold one of the following credentials:

- Registered Respiratory Therapist (RRT) from the National Board for Respiratory Care
- Registered Cardiovascular Invasive Specialist (RCIS) or other registry level credentials from Cardiovascular Credentialing International
- Registered Diagnostic Cardiac Sonographer (RDCS) from the American Registry of Diagnostic Medical Sonographers.

3. Applicants must have earned either:
    1. An Associate in Science (AS) degree in either Cardiovascular Technology or Respiratory Care from any college or university accredited by a regional accrediting association as defined by State Board of Education rule, with a minimum of 60 credit hours earned. Current AS students are encouraged to apply for admission during the term in which they will complete their AS degree program/receive their required licensure.

**OR**

2. A minimum of 60 credit hours, with all General Education and Electives met, may apply for admission. Students must possess licensure, certification, or registration from the profession in which the applicant is practicing as noted above.

## BAS Program Applicants with Associate or Baccalaureate Degrees:

Students who transfer to Florida SouthWestern State College with a previous associate degree from a Florida College or baccalaureate degree from a regionally accredited university are considered to have met the General Education Core and Elective coursework (60 credit hours) of the degree. Students are permitted to complete any remaining Lower Division, Cardiopulmonary Sciences Program-Specific Coursework while completing Upper Division, Cardiopulmonary Sciences Core Coursework.

## Professional Credit for Previous College-Level (1000-4999) Coursework:

The Bachelor of Applied Science in Cardiopulmonary Sciences is a degree completion program. A degree completion program is typically designed for a non-traditional undergraduate population such as working adults who have completed some college-level course work but have not achieved a baccalaureate degree. Students in such programs may transfer in credit from courses taken previously and may receive credit for experiential learning.

Applicants who hold licensure, certification, or registration credentials as listed above, may be eligible to receive up to thirty (30) credit hours of lower division credit toward completion of the BAS degree. Through the admissions process, official transcripts from the applicable programs must be furnished to the Office of the Admissions. Program faculty will determine if appropriate nursing outcomes have been attained and if a student may qualify for the award of lower level credit.

## Requirements to Enroll in Upper Division Cardiopulmonary Sciences Coursework (3000-4000 Level):

1. Attend mandatory orientation session prior to enrollment in baccalaureate courses.
2. Complete ENC 1101 - Composition I, ENC 1102 - Composition II, and one college-level mathematics course with grades of "C" or higher.
3. Students are permitted to complete all remaining General Education Core, Electives, Lower Division Program-Specific, and Upper Division Cardiopulmonary Sciences Core coursework.

## Transient Student Enrollment in Upper Division Coursework:

Transient students must obtain prior approval to enroll in Upper Division Cardiopulmonary Sciences Core coursework. Transient students are currently enrolled college students who register for courses at another institution on a temporary basis (e.g., university students attending summer semester at a state college). In order to take courses at another institution, students must receive approval from their home institution. The application will initiate your request and be routed to the appropriate personnel. Students initiate this process using Florida Virtual Campus at www.flvc.org/

## Priority Application Deadlines:

Fall Semester Start - Application due by **August 1**
Spring Semester Start - Application due by **December 1**
Summer Semester Start - Application due by **April 1**

## Graduation Requirements:

1. Students must satisfactorily complete 120 credit hours as outlined in the Cardiopulmonary Sciences BAS Program of Study.
2. To satisfy residency requirements, a minimum of 30 credit hours of Upper Division Cardiopulmonary Sciences Core coursework must be completed at Florida SouthWestern State College.
3. Students must achieve a cumulative grade point average of 2.0 or higher.
4. Students must earn a grade of "C" or better in all Upper Division Cardiopulmonary Sciences Core coursework.
5. Students must complete the General Education Core and General Education Electives coursework, including assessment of General Education outcomes that are required by the College. Transfer courses will be reviewed for equivalency.
6. Students must complete an Application for Graduation through the Office of the Registrar and enroll for GRD 4000 the semester in which they intend to graduate. Students must apply for graduation by the published deadline to be assured of final clearance for graduation, timely receipt of diploma, and participation in the graduation ceremony.

## Foreign Language Competency Requirement:

- 2 years of the same High School Foreign Language, or
- Documented foreign language proficiency through testing, or
- 2 semesters of the same College Level Foreign Language (level II proficiency), or
- Level II proficiency- this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

# Cardiopulmonary Sciences, BAS Degree Program of Study (120 Credits)

## General Education Coursework: 36 Credits Required

*Refer to the FSW General Education Program Guide*

### COMMUNICATIONS CATEGORY: 9 Credits Required

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive-must complete with a "C" or better
- Additional Communication General Education course - **3 credits**

### HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course - **3 credits**
- Writing intensive Humanities course, must pass with a "C" or better - **3 credits**

### SOCIAL SCIENCES CATEGORY: 9 Credits Required

- Core Social Sciences General Education course - **3 credits**
- Writing intensive Social Sciences course, must pass with a "C" or better - **3 credits**
- Any Social Sciences General Education course - **3 credits**

### MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course - **3 credits**
- Any Mathematics General Education course - **3 credits**

### NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with Laboratory - **3 credits**
- Any Natural Sciences General Education course with Laboratory - **3 credits**

## Program Specific Requirements: 23 Credits Required

- BSC 1010 - Biological Science I **3 credits**
- BSC 1010L - Biological Science I Laboratory **1 credit**

- BSC 1093C - Anatomy and Physiology I **4 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**
- MCB 2010C - Microbiology **4 credits**
- PHY 1007 - Physics for the Health Sciences **3 credits**
- PHY 1007L - Physics for the Health Sciences Laboratory **1 credit**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **or**
- SPC 2608 - Introduction to Public Speaking **3 credits**

## Electives Courses: 25 Credits Required

- Any 1000 - 4000 level courses - **25 credits**

## BAS Cardiopulmonary Core Requirements: 36 Credits Required

- HSC 4159 - Advanced Medical Pharmacology **3 credits**
- HSC 4555 - Pathophysiologic Mechanisms **3 credits**
- HSC 4652 - Health Care Ethics **3 credits**
- RET 4050 - Research Methods **3 credits**
- RET 4445 - Cardiopulmonary Diagnostics **3 credits**
- RET 4285 - Cardiopulmonary Diagnostics and Intervention **3 credits**
- RET 4505 - Chest Medicine **3 credits**
- RET 4536 - Cardiopulmonary Rehabilitation **3 credits**
- RET 4715 - Advanced Neonatal Medicine **3 credits**
- RET 4933 - Selected Topics in Cardiopulmonary Sciences **3 credits**

Select Two: 6 credits

- HSA 3113 - Contemporary Issues in Health Care **3 credits**
- HSA 3383 - Fundamentals of Quality Management in Health Care **3 credits**
- HSA 3430 - Health Care Economics **3 credits**
- HSA 4184 - Management Strategies of Healthcare Organizations **3 credits**
- HSC 3201 - Community Health **3 credits**
- ISC 3120 - Scientific Process (FGCU course) **3 credits**
- MAN 3301 - Human Resources Management **3 credits**
- RET 4034 - Problems in Patient Management **3 credits**
- Any 3000 or 4000 HSA or HSC course

## Total Degree Requirements: 120 Credit Hours

Information is available online at: www.fsw.edu/academics/ and on the School of Health Professions Home page at: www.fsw.edu/sohp

# Nursing, BSN

**The RN to BSN program is a limited capacity program. Applicants must complete all general education, common prerequisites (electives), core courses, and the foreign language competency requirement before applying to the program. Please consult the admissions requirement section for additional information. Students will be notified each semester of acceptance to the program or if they will be on a waiting list pending available spaces.**

*Applicants who are admitted to the RN-BSN Program and do not register for a course by the drop/add deadline within that same semester, will have their application for admission cancelled. They would need to update their term of entry to the program during the next application cycle. Students should contact the Office of Admissions for details on how to update their admissions application and eligibility. Updating a term of entry on an admissions application is not a guarantee of admission to the program.*

The Bachelor of Science in Nursing (BSN) program is a RN to BSN degree completion program for registered nurses. The program provides a Career Ladder from the AS degree to the BS degree for registered nurses who have earned a diploma or Associate of Science Degree in Nursing. Coursework in the program will continue to build upon the registered nursing curriculum foundation. The program offers a diverse population of students with innovative educational experiences and opportunities to meet the health care needs of the community they serve. Through the educational process, the student will be able to internalize the values, traditions, and obligations of the professional nurse and gain a greater professional perspective and increased critical thinking and problem-solving skills. Current occupational employment and wages data for Registered Nurses is published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes291141.htm

## Program Highlights:

The RN to BSN in Nursing Program includes courses in professional issues, informatics, research, legal and ethical aspects of health care, advanced health assessment, pathophysiology, pharmacology, clinical decision-making, leadership, and community health. Courses are taken online to accommodate various schedules. Students may choose a full-time course load (12 or more hours) or a part-time course load (less than 12 hours). In the community health and leadership courses, students will have practical experiences that will prepare them with applying theoretical knowledge in the workplace.

## Accreditation:

The Florida SouthWestern State College RN to BSN Program is accredited by the:
Accreditation Commission for Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Telephone: 404-975-5000
http://acenursing.org/

## Career Opportunities:

The RN to BSN program prepares registered nurses for career promotions and advancement in nursing to include positions in academia, community health, management, and leadership. It also provides a foundation for advancement to graduate level education programs.

## Special Notices:

For practicum experiences outside of our five county service area, it is the responsibility of the student to collaborate with program faculty to secure an appropriate clinical agency.

Please note that it may be necessary to complete the practicum experience in the Fort Myers area if a clinical agreement cannot be secured with the student's preferred host agency. Due to the current regulations governing online learning, the RN-BSN program is not able to admit out- of-state students.

## Admission Requirements:

1. Complete all general education, common prerequisites (electives), core courses, and the foreign language competency requirement before applying to the program.
2. After fulfilling the requirements in number one above, complete an online College admissions application. Applications which have not satisfied the requirements in number one will not be considered.
3. Request all official transcripts from previously attended colleges or universities to be sent to the Office of the Registrar. Note that a cumulative grade point average of 2.0 on a 4.0 scale in all college level coursework is required for admission.
4. Submit a copy of a valid, active, unencumbered RN license from the state in which the applicant is practicing. Note that the license must remain current throughout a student's enrollment in the RN to BSN program.
5. Applicants must have earned an Associate Degree in Nursing from an institution regionally accredited by a U.S. Department of Education agency and from a Nursing Program that is accredited by the Accreditation Commission for Education in Nursing (formerly NLNAC). Graduate of diploma nursing programs, accredited by ACEN, will also be considered for admission.
6. Prior to enrolling in practicum courses, students must satisfactorily complete a college- approved criminal records check and drug test. This expense is the student's responsibility. Failure to complete this requirement will result in a hold on student registration. Students must comply with the Florida Board of Nursing requirements for reporting criminal violations to both the Board of Nursing and the RN to BSN program as specified in the Florida Code and Regulations.

## BSN Program Applicants with Associate or Baccalaureate Degrees:

Students who transfer to Florida SouthWestern State College with a previous associate of arts degree from a Florida college or baccalaureate degree from a regionally accredited university are considered to have met the General Education Core and Elective coursework (60 credit hours) of the degree.

## Transient Student Enrollment in Upper Division Coursework:

Transient students must obtain prior approval to enroll in Upper Division Nursing Core coursework. Transient students are currently enrolled college students who register for courses at another institution on a temporary basis (e.g., university students attending summer semester at a state college). In order to take courses at another institution, students must receive approval from their home institution. The application will initiate your request and be routed to the appropriate personnel. Students initiate this process using Florida Virtual Campus at www.floridashines.org/.

## Priority Application Deadlines:

Fall Semester Start - Application due by **August 1**
Spring Semester Start - Application due by **December 1**
Summer Semester Start - Application due by **April 1**

## Graduation Requirements:

1. Complete 120 credit hours as outlined in the Nursing RN to BSN Program of Study.
2. Satisfy residency requirements by completing a minimum of 30 credit hours of Upper Division Nursing Core coursework at Florida SouthWestern State College.
3. Earn a cumulative grade point average of 2.0 or higher.
4. Earn a grade of "C" or better in all RN to BSN courses.
5. Complete a Graduation Application by the published deadline.

### Foreign Language Competency Requirement:

Foreign Language Competency:

- 2 years of the same High School Foreign Language, or
- Documented foreign language proficiency through testing (for example, CLEP)
- 2 semesters of the same College Level Foreign Language (level II proficiency), or
- Level II proficiency - this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

## BSN Program of Study (120 Credits)

## General Education Requirements: 36 Credits

*Refer to the FSW General Education Program Guide*

### COMMUNICATIONS CATEGORY: 9 Credits Required

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better
- ENC 1102 - Composition II **3 credits** , writing intensive-must complete with a "C" or better
- Additional Communication General Education course **- 3 credits**

### HUMANITIES CATEGORY: 6 Credits Required

- Core Humanities General Education course **- 3 credits**
- Writing intensive Humanities course, must pass with a "C" or better **- 3 credits**

### SOCIAL SCIENCES CATEGORY: 9 Credits Required

- Core Social Sciences General Education course **- 3 credits**
- Writing intensive Social Sciences course, must pass with a "C" or better **- 3 credits**
- Any Social Sciences General Education course **- 3 credits**

## MATHEMATICS CATEGORY: 6 Credits Required

- Core Mathematics General Education course - **3 credits**
- Any Mathematics General Education course - **3 credits**

## NATURAL SCIENCES CATEGORY: 6 Credits Required

- Core Natural Sciences General Education course with Laboratory - **3 credits**
- Any Natural Sciences General Education Course with Laboratory - **4 credits**

## Program Specific Requirements: 27 Credits Required

- BSC 1093C - Anatomy and Physiology I **4 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**
- Any Natural Sciences with BSC, BCH, CHM, PCB, or PHY Prefix - **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**
- HUN 1201 - Human Nutrition **3 credits**
- MCB 2010C - Microbiology **4 credits**
- Any Social Sciences with PSY, SOP, or SYG prefix - **3 credits**
- STA 2023 - Statistical Methods I **3 credits**

## Electives Courses: 24 Credits Required

- Any 1000 - 4000 level courses - **24 credits ***

***** Students who complete an A.S. or A.A.S. degree in Nursing from a regionally accredited institution which holds ACEN accreditation and who hold a current Florida R.N. license will receive 24 credits in lower division nursing program credit.

## RN to BSN Core Requirements: 33 Credits Required

- NUR 3805 - Professional Roles and Dimensions **3 credits**
- NUR 3870 - Informatics for the Health Professional **3 credits**
- NUR 3826 - Legal Ethical Aspects in Nursing **3 credits**
- NUR 3125 - Pathophysiology for Nursing Practice **4 credits**
- NUR 3145 - Pharmacology and Alternative Therapeutics **3 credits**
- NUR 4165 - Nursing Research **3 credits**
- NUR 3066C - Advanced Health Assessment **3 credits**
- NUR 4847 - Clinical Decision Making **3 credits**
- NUR 4636 - Community Health Nursing Theory **3 credits**
- NUR 4636L - Community Health Nursing Practicum **1 credit**
- NUR 4827 - Leadership in Nursing **3 credits**
- NUR 4827L - Leadership in Nursing Practicum **1 credit**

Total Degree Requirements: 120 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Cardiovascular Technology, AS

Graduates of the Cardiovascular Technology Program are prepared to become credentialed as a Registered Cardiovascular Invasive Specialist (RCIS) after successful completion of the national RCIS Examination. Cardiovascular technology is an allied health profession specifically focused on the diagnosis and treatment of patients with cardiac and vascular disease. The Invasive Cardiovascular Technologist is employed in cardiovascular catheterization laboratories (cath labs). Our specialty of invasive cardiovascular technology will prepare the graduate to function in multiple facets in the cardiovascular catheterization laboratory. Working with a Cardiologist they perform sophisticated tests in order to diagnose and quantify cardiac and vascular disorders. These include coronary artery disease, cardiac valve disease, vascular disease, and disorders of the heart's electrical conduction system. Cardiovascular Technologists perform diagnostic cardiovascular catheterization studies on patients including coronary and vascular angiography and hemodynamic monitoring and analysis. They also assist the cardiologist in interventional procedures including coronary and vascular angioplasty and interventions, direct infarct angioplasty, rotablator procedures, intra-coronary and vascular stenting, and pacemaker/defibrillator insertion.

Current occupational employment and wages data for Cardiovascular Technologists are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292031.htm.

The Cardiovascular Technology Program admits students once per year and starts each Fall semester. The curriculum includes a combination of classroom, laboratory, and clinical education experiences. General Education and Program Specific coursework may be taken on various campuses but the Cardiovascular Technology core courses are only offered on the Lee Campus. Clinical education occurs at affiliated hospitals throughout Southwest Florida.

## ACCREDITATION:

The Florida SouthWestern State College Cardiovascular Technology program is nationally accredited by the:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
1361 Park Street
Clearwater, FL 33756
Telephone: 727-210-2350

## APPLICATION DEADLINE:

May 31

## ADMISSION REQUIREMENTS:

Cardiovascular Technology has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Cardiovascular Technology program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239) 489-9255. Admission applications are located at www.fsw.edu/academics/programs/ascardiotech.

Admission to the program is determined by admissions points, academic transcript evaluation, and affective skills demonstration. Admissions points are awarded for the completion of General Education coursework and prospective students are encouraged to

complete as many courses as possible, prior to starting the Cardiovascular Technology Core coursework. Pre-admission requirements include satisfactory completion of the following:

- Watson-Glaser Critical Thinking Examination
- Panel Interview
- College-approved criminal records check and drug testing at the applicant's expense.

After acceptance, students must complete the following:

- Immunization and health report
- TB Skin Test
- Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED) obtained during the months of June-August, prior to Fall Year 2 semester start.

## BACCALAUREATE DEGREE OPPORTUNITY:

Florida SouthWestern State College also offers a Bachelor of Applied Science (BAS) in Cardiopulmonary Sciences. Graduates of the AS Degree Program in Cardiovascular Technology with the RCIS credential may enroll in this degree program and complete remaining courses to earn the bachelor's degree. For more information, please contact the School of Health Professions (239) 489-9255.

## AS Cardiovascular Technology Program of Study (77 credits)

All courses specified below must be successfully completed with a grade of 'C' or better. This includes General Education Requirements, Program Specific Coursework, and Cardiovascular Technology Core Courses for the degree.

### General Education and Program Specific Coursework: 31 Credits

#### General Education Coursework: 16 credits required

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better
- General Education Humanities Course **- 3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  OR
- SYG 1000 - Principles of Sociology **3 credits**

- General Education Mathematics **- 3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

#### Program Specific Coursework: 15 credits required

- MCB 2010C - Microbiology **4 credits**

- General Education Chemistry and Corresponding Lab **- 4 credits**
- PHY 1007 - Physics for the Health Sciences **3 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**

### Cardiovascular Technology Core Courses: 46 credits required

- RET 1024 - Introduction to Cardiopulmonary Technology - AS **3 credits**
- RET 1613C - Cardiopulmonary Anatomy and Physiology - AS **2 credits**
- CVT 1200 - Cardiovascular Pharmacology - AS **3 credits**
- CVT 1800L - Cardiovascular Pre Practicum I - AS **3 credits**
- CVT 1801L - Cardiovascular Pre Practicum II - AS **3 credits**
- CVT 2420C - Invasive Cardiology I - AS **6 credits**
- CVT 2620C - Non-Invasive Cardiology Technology I - AS **2 credits**
- CVT 2805C - Cardiovascular Interventional Pre Practicum - AS **3 credits**
- CVT 2840L - Cardiovascular Practicum II - AS **3 credits**
- CVT 2421C - Invasive Cardiology II - AS **6 credits**
- RET 2244 - Critical Care Applications - AS **2 credits**
- CVT 2841L - Cardiovascular Practicum III - AS **4 credits**
- CVT 2920 - Cardiovascular Technologist as a Professional - AS **2 credits**
- CVT 2842L - Cardiovascular Practicum IV - AS **4 credits**

### Total Degree Requirements: 77 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

## Dental Hygiene, AS

Graduates of the Dental Hygiene Program are prepared to become credentialed and licensed as a Registered Dental Hygienist (RDH) after successful completion of the written National Board Dental Hygiene Examination, a regional clinical examination, and application for state licensure. Dental hygienists are oral health professionals who focus on preventing and treating oral diseases-both to protect teeth and gums, and also to protect patients' total health. In addition to treating patients directly, dental hygienists may also work as educators, researchers, and administrators.

Each state has its own specific regulations and the range of services performed by dental hygienists varies from one state to another. As part of dental hygiene services, dental hygienists may:

- perform oral health care assessments that include the review of patients' health history, dental charting, oral cancer screening, and evaluation of gum disease / health
- expose, process, and interpret dental radiographs (x-rays)
- remove biofilm (plaque bacteria, tartar) from above and below the gumline using dental instruments
- apply cavity-preventive agents such as fluorides and sealants to the teeth
- administer topical and/or injectable local anesthetic
- administer and/or monitor nitrous oxide analgesia

- educate patients on proper oral hygiene techniques to maintain healthy teeth and gums
- counsel patients about plaque control and developing individualized at-home oral hygiene programs
- administer smoking cessation programs
- counsel patients on the importance of good nutrition for maintaining optimal oral health.

Current occupational employment and wages data for Dental Hygienists are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292021.htm.

The Florida SouthWestern State College Dental Hygiene Program admits students once per year and starts each Fall semester. The curriculum includes a combination of classroom, laboratory, and clinical education experiences. General Education and Program Specific coursework may be taken on various campuses but the Dental Hygiene core courses are only offered on the Lee Campus.

## ACCREDITATION:

The Florida SouthWestern State College Dental Hygiene program is nationally accredited by the:
Commission on Dental Accreditation (CODA)
211 E. Chicago, IL 60611-2678
Telephone: 312-440-4653

## APPLICATION DEADLINE:

December 15

## ADMISSION REQUIREMENTS:

Dental Hygiene has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Dental Hygiene program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239)489-9255. Admission applications are located at www.fsw.edu/academics/programs/asdentalhygiene.

Admission to the program is determined by admissions points, academic transcript evaluation, and affective skills demonstration. Admissions points are awarded for the completion of General Education coursework and prospective students are encouraged to complete as many courses as possible, prior to starting the Dental Hygiene Core coursework. Pre-admission requirements include satisfactory completion of the following:

- College-approved criminal records check and drug testing at the applicant's expense
- A minimum of three (3) General Education courses in the Natural Sciences section

After acceptance, students must complete the following:

- Immunization and health report
- TB Skin Test
- Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED) obtained during the months of June-August, prior to Fall Year 1 semester start.

# AS Dental Hygiene Program of Study (88 credits)

**General Education and Program Specific Courses**

## General Education Requirements: 16 credits required

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better
- General Education Humanities - **3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**
- General Education Mathematics - **3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

## Program Specific Course: 18 credits required

- General Education Chemistry and Corresponding Lab - **4 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  OR
- SPC 2608 - Introduction to Public Speaking **3 credits**

- SYG 1000 - Principles of Sociology **3 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**
- MCB 2010C - Microbiology **4 credits**

## Dental Hygiene Core Courses: 54 credits required

- DEH 1002 - Dental Hygiene I - AS **3 credits**
- DEH 1002L - Dental Hygiene I Preclinical Lab - AS **3 credits**
- DES 1020C - Dental Anatomy - AS **2 credits**
- DES 1100C - Dental Materials - AS **2 credits**
- DEH 1130 - Oral Histology and Embryology - AS **2 credits**
- DES 1200C - Dental Radiology - AS **3 credits**
- DEH 1602 - Periodontics - AS **3 credits**
- DEH 1802 - Dental Hygiene II - AS **2 credits**
- DEH 1802L - Dental Hygiene II Clinical - AS **3 credits**
- DEH 2300 - Pharmacology – AS **2 credits**
- DEH 2804 - Dental Hygiene III - AS **2 credits**
- DEH 2804L - Dental Hygiene III Clinical - AS **5 credits**
- DEH 2400 - General and Oral Pathology - AS **2 credits**
- DEH 2702 - Community Dental Health - AS **2 credits**
- DEH 2702L - Community Dental Health Laboratory - AS **1 credit**
- DEH 2806 - Dental Hygiene IV - AS **2 credits**
- DEH 2806L - Dental Hygiene IV Clinical - AS **5 credits**
- DEH 2808 - Dental Hygiene V - AS **2 credits**
- DEH 2808L - Dental Hygiene V Clinical - AS **5 credits**
- DES 2832C - Expanded Functions Laboratory - AS **2 credits**
- DEH 2930 - Dental Hygiene Seminar - AS **1 credit**

Total Degree Requirements: 88 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Emergency Medical Services Technology, AS

The Associate of Science Degree in Emergency Medical Services Technology is designed for those holding Florida licenses in Emergency Medical Technician and Florida license in Paramedic who want to advance their education from the certificate to the associate's degree level. Advancement from the certificate to the associate's degree level may allow for continued growth and more opportunities in the health professions as well as promote a career pathway to the baccalaureate degree in a related field of study such as supervision or management.

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMT) and paramedics. Paramedics have additional advanced training to perform more difficult pre-hospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drownings, childbirth, and gunshot wounds all require immediate medical attention. EMT and paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility. Current occupational employment and wages data for Emergency Medical Technicians and Paramedics are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292041.htm.

**Emergency Medical Technician - Basic (EMT)** The Emergency Medical Technician - Basic (EMT) Florida license represents industry acknowledgement of technical skill attainment of competencies in the Emergency Medical Services program. The Emergency Medical Technician-Basic (EMT) Florida license shall articulate **eleven (11) college credit hours** in the AS degree in Emergency Medical Services if the student provides evidence of their current Florida Emergency Medical Technician-Basic (EMT) license.

**Paramedic** - The Florida license in Paramedic represents industry acknowledgement of technical skill attainment of competencies in the Emergency Medical Services program. The Paramedic Florida license shall articulate **thirty-eight (38) college credit hours** in the AS degree in Emergency Medical Services if the student provides evidence of their current Florida Paramedic license.

## BACCALAUREATE DEGREE OPPORTUNITY:

Florida SouthWestern State College also offers a Bachelor of Applied Science (BAS) in Public Safety Administration and a Bachelor of Applied Science (BAS) in Supervision and Management. Graduates of the AS degree program in Emergency Medical Services Technology may enroll in these degree programs and complete remaining courses to earn the baccalaureate degree. For more information, please contact the School of Business and Technology.

## ADMISSION REQUIREMENTS:

The criteria for admission are available at www.fsw.edu/academics/programs/asems. Please contact the School of Health Professions EMS Office at (239) 489-9392 if there are questions about the program or application process. Requirements for completion of the AS degree in Emergency Medical Services include Florida EMT license and Florida Paramedic license. See catalog pages for more information on those licensure requirements. To receive EMT-basic and Paramedic articulated college credit hours, the student must be currently enrolled at Florida SouthWestern State College and seeking the EMST, AS degree. All General Education and EMST Core Coursework and all college residency requirements must be completed prior to graduation and prior to the award of the EMST, AS degree. General Education requirements may be completed concurrently with career core requirements, or following successful Florida Paramedic licensure.

# AS, Emergency Medical Services Technology Program of Study (73 credits)

## General Education Requirements: 16 credits required

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- General Education Humanities - **3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**
- General Education Mathematics - **3 credits**

- BSC 1084C - Anatomy and Physiology **4 credits**
  **or**
- BSC 1093C - Anatomy and Physiology I **4 credits**
  **and**
- BSC 1094C - Anatomy and Physiology II **4 credits**

## Elective Coursework: 8 credits required

- Any 1000-2000 level courses

## Emergency Medical Services Core Courses: 49 credits required

### Emergency Medical Technician License: 11 credit hours

- EMS 2119 - Fundamentals of Emergency Medical Care - AS **6 credits**
- EMS 2119L - Fundamentals of Emergency Medical Care Lab - AS **4 credits**
- EMS 2421 - Emergency Medical Technician Practicum - AS **1 credit**

### Paramedic License: 38 credit hours

- EMS 2654 - Paramedic Internship I - AS **2 credits**
- EMS 2671 - Paramedic I - AS **3 credits**
- EMS 2671L - Paramedic I Lab - AS **2 credits**
- EMS 2672 - Paramedic II - AS **3 credits**
- EMS 2672L - Paramedic II Lab - AS **2 credits**
- EMS 2655 - Paramedic Internship II - AS **2 credits**
- EMS 2673 - Paramedic III - AS **8 credits**
- EMS 2673L - Paramedic III Lab - AS **4 credits**
- EMS 2649 - Paramedic Clinical - AS **4 credits**
- EMS 2656 - Paramedic Internship III - AS **4 credits**
- EMS 2674 - Paramedic IV - AS **3 credits**
- EMS 2674L - Paramedic IV Lab - AS **1 credit**

## Core Courses Professional Credit Option

**Emergency Medical Services Technology Core Professional Credit: 49 credits**

*Upon program approval and verification of current Florida EMT license and current Florida Paramedic license, professional articulation credit will be assigned for these 49 credit hours in the final semester of the EMST Program and noted on the transcript with a grade of Satisfactory (S).*

### Emergency Medical Technician License: 11 credits

### Paramedic License: 38 credits

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Fire Science Technology, AS

The Associate in Science Degree in Fire Science Technology is designed to provide advanced educational opportunities for fire service personnel. Students gain both knowledge and experience useful to career advancement in the challenging field of fire service. The program is designed both for students who have completed Florida Firefighting Minimum Standards training and those interested in expanding career opportunities in the field of fire science. Fire Science Technology courses are designed to fit into the work schedule of employed fire service personnel.

Florida Firefighting Minimum Standards Certification is strongly recommended, but not required to enroll in the Fire Science Technology, AS program. See catalog for more information on the certification.

## Baccalaureate Degree Opportunity:

Florida SouthWestern State College also offers a Bachelor of Applied Science (BAS) in Public Safety Administration and a Bachelor of Applied Science (BAS) in Supervision and Management. Graduates of the AS degree program in Fire Science Technology may enroll in these degree programs and complete remaining courses to earn the baccalaureate degree. For more information, please contact the School of Business and Technology.

## Admission Requirements:

The criteria for admission are available at www.fsw.edu/academics/programs/asfirescience. Please contact the School of Health Professions EMS Office at (239) 489-9392 if there are questions about the program or application process.

## Fire Science Technology, AS Degree Program of Study

### GENERAL EDUCATION COURSEWORK: 15 Credit Hours

Courses must be selected from those listed in the General Education Program Guide

- ENC 1101 - Composition I **3 credits**
- ENC 1102 - Composition II **3 credits**
- SOCIAL SCIENCES - Any General Education Social Sciences course **- 3 credits**
- HUMANITIES - Any General Education Humanities course **- 3 credits**
- MATHEMATICS - Any General Education Mathematics course **- 3 credits**

### ELECTIVE COURSEWORK: 6 Credit Hours

Credit hours in this section may be earned with any 1000-2000 level.

### PROGRAM SPECIFIC COURSEWORK: 12 Credit Hours

- FFP - Any FFP 1000 or higher FFP course
- EMS - Any Courses with EMS Prefix
- CGS - Any Courses with CGS Prefix

### FIRE SCIENCE TECHNOLOGY CORE COURSEWORK: 27 Credit Hours

- FFP 1505 - Fire Prevention Practices - AS **3 credits**
- FFP 1510 - Fire Codes and Standards - AS **3 credits**
- FFP 1540 - Private Fire Protection Systems - AS **3 credits**
- FFP 2120 - Building Construction for the Fire Service - AS **3 credits**
- FFP 2521 - Construction Documents and Plan Review - AS **3 credits**
- FFP 2720 - Fire Company Officer Leadership - AS **3 credits**
- FFP 2740 - Fire Service Course Delivery - AS **3 credits**
- FFP 2810 - Firefighting Tactic and Strategy I - AS **3 credits**
- FFP 2811 - Firefighting Tactic and Strategy II - AS **3 credits**

### TOTAL DEGREE PROGRAM, FIRE SCIENCE TECHNOLOGY, AS: 60 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

## Health Information Technology, AS

Graduates of the Health Information Technology Program are prepared to become a Registered Health Information Technician (RHIT). Professionals holding the RHIT credential are health information technicians who:

- Ensure the quality of medical records by verifying their completeness, accuracy, and proper entry into computer systems.
- Use computer applications to assemble and analyze patient data for the purpose of improving patient care or controlling costs.

- Often specialize in coding diagnoses and procedures in patient records for reimbursement and research. An additional role for RHITs is cancer registrars - compiling and maintaining data on cancer patients.

With experience, the RHIT credential holds solid potential for advancement to management positions, especially when combined with a bachelor's degree. Although most RHITs work in hospitals, they are also found in other healthcare settings including office-based physician practices, nursing homes, home health agencies, mental health facilities, and public health agencies. In fact, RHITs may be employed in any organization that uses patient data or health information, such as pharmaceutical companies, law and insurance firms, and health product vendors.

Current occupational employment and wages data for Registered Health Information Technicians are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292071.htm.

The Florida SouthWestern State College Health Information Technology Program admits students once per year and starts each Fall semester. The curriculum includes a combination of classroom, laboratory, and professional practice experiences. General Education and some Program Specific coursework may be taken on various campuses but the Health Information Technology core courses are only offered on the Thomas Edison Campus.

There are three professional practice experience (internship) courses in the Health Information Technology Program. Students will be assigned to a specific health care facility or virtual lab simulation for the completion of these experiences. Applicants should note the following in regards to these internships:

- Student assignment to facilities or lab simulation is made by the Health Information Technology Program Director and is based upon site availability.
- Facilities will be selected from within the Southwest Florida region which includes Lee, Collier, Charlotte, Hendry, and Glades Counties.
- Students are expected to provide their own transportation to and from their assigned professional practice sites.
- Professional Practice Experiences can only be completed on weekdays.

## Accreditation:

The Florida SouthWestern State College Health Information Technology program is nationally accredited by the:

Commission on Accreditation for Health Informatics and Information Management Education
(CAHIIM)
233 N. Michigan Avenue, 21st Floor
Chicago, IL 60601-5800
www.cahiim.org/

## Application Deadline:

May 1

## Admission Requirements:

Health Information Technology has limited enrollment due to the rigorous professional practice requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Health Information Technology program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239) 489-9255. Admission applications are located at www.fsw.edu/academics/programs/ashim.

Admission to the program is determined by admissions points and academic transcript evaluation. Admissions points are awarded for the completion of pre-admission coursework. All General Education and Program Specific coursework must be completed (or

in progress at the time of application) before the applicant will be considered for admission into the Health Information Technology Program. All courses must be completed before enrolling in Health Information Technology Program Core courses.

Pre-admission requirements include satisfactory completion of a college-approved criminal records check and drug testing at the applicant's expense. After admission into the program, students must complete the following:

- Immunization and health report
- TB Skin Test
- Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED) obtained during the months of June-August, prior to Fall Year 2 semester start.

## AS Health Information Technology Program of Study (70 credits)

**General Education and Program Specific Coursework**

### General Education Requirements: 18 Credits Required

**Required Core Communication General Education Courses**

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better

- SPC 1017 - Fundamentals of Speech Communication **3 credits**
  **OR**
- SPC 2608 - Introduction to Public Speaking **3 credits**

- General Education Humanities - **3 credits (PHI 2100** *Introduction to Logic Recommended)*
- PSY 2012 - Introduction to Psychology **3 credits**

- MAC 1105 - College Algebra **3 credits**
  **OR**
- STA 2023 - Statistical Methods I **3 credits**

- BSC 1084C - Anatomy and Physiology **4 credits**

### Program Specific Coursework: 11 Credits Required

- CGS 1100 - Computer Applications for Business **3 credits**
- HSC 1531 - Medical Terminology **3 credits**
- HSA 1100 - Orientation to Healthcare – AS **3 credits**
- HIM 1430 - Principles of Disease - AS **2 credits**

### Health Information Technology Core Courses: 40 Credits Required

- HIM 1000 - Introduction to Health Information Management - AS **3 credits**
- HIM 1140 - Essentials of Pharmacology - AS **2 credits**
- HIM 1211 - Electronic Health Records - AS **3 credits**
- HIM 2222 - Basic ICD-9-CM Coding - AS **4 credits**
- HIM 1802 - Professional Practice Experience I - AS **2 credits**
- HIM 2012 - Healthcare Law – AS **3 credits**
- HIM 2214 - Healthcare Statistics - AS **3 credits**
- HIM 2253 - Basic CPT-4 Coding - AS **4 credits**
- HIM 2283 - Advanced Coding and Reimbursement - AS **2 credits**
- HIM 2724 - Basic ICD-10 Coding - AS **2 credits**
- HIM 2813 - Professional Practice Experience II - AS **2 credits**
- HIM 2210 - Healthcare Information Systems - AS **3 credits**
- HIM 2510 - Quality Management in Healthcare - AS **2 credits**
- HIM 2512 - Office Management and Supervision in Healthcare - AS **3 credits**
- HIM 2940 - Professional Practice Experience III - AS **2 credits**

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Human Services, AS

The program in Human Services prepares students to work in the fields of counseling and human services, social work and rehabilitation, mental health and administration. The primary purpose of the Human Service Practitioner is to assist individuals and communities to function as effectively as possible. A strong desire to help others is an important consideration for a career as a Human Services Professional.

Graduates of the program may be employed in a wide variety of community agencies that serve clients of all ages. Human Services graduates may assist in providing client services in a wide variety of fields, such as alcohol and chemical dependency, psychology, rehabilitation, social work, education, social and community services, youth services or dependent care.

The field of Human Services is currently ranked as one of the fastest growing occupations in the country. Current occupational employment and wages data for Human Services are published by the UnitedStates Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes211093.htm.

## Curriculum Options

Human Services Associate of Science, AS

The Human Services Associate of Science degree program offers two tracks:

• **Associate of Science Generalist Track:** Prepares students for entry level positions in the field of Human Services.
• **Associate of Science Addiction Study Track:** Prepares students for entry level positions in the field of Human Services helping those affected with alcoholism and addictions.

College Credit Certifications (CCC)

**These certifications can be earned separately or concurrently with your Associate of Science degree.*

- **Addiction Studies**
- **Human Services Assistant**
- **Youth Development**

## Internship Requirements

There are two internships in the Human Services Program requiring:

- College approved criminal records check and drug testing at the applicant's expense
- Immunization and health records
- Students are expected to provide their own transportation to and from their assigned sites.

## Accreditation

The Human Services Program AS degree is not currently accredited by The Council for Standards in Human Services Education (CSHSE); however, students will be eligible to sit for the Human Services-Board Certified Practitioner (HS-BCP™) examination after the completion of the AS program and 3 years of work experience with a minimum of 4,500 hours.

## Application Process

Students must meet the college admissions requirements. No additional application process is required for the Human Services Program.

## Baccalaureate Degree Consideration

Students who are interested in pursuing a Baccalaureate Degree should consider completing the Associate of Arts (AA) degree program, instead of the Associate of Science (AS) degree program, for application and transfer to university programs. Human Services Core Coursework may be selected to meet the 24 elective credit hours required for the AA degree and to complement interest in the Human Services area.

# Human Services, AS Degree Program of Study

## Generalist Track

## GENERAL EDUCATION COURSEWORK: 15 Credit Hours

- ENC 1101 - Composition I **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits** OR
- SPC 2608 - Introduction to Public Speaking **3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
- HUMANITIES - Any General Education Humanities course - **3 credits**
- MATHEMATICS - Any General Education Mathematics course - **3 credits**

## ELECTIVE COURSEWORK: 9 Credit Hours

Choose three courses from the suggested coursework listed below to complement the Human Services curriculum.

- HUS 1640 - Principles of Youth Work **3 credits**
- HUS 2411 - Introduction to Chemical Dependencies **3 credits**
- HUS 2404 - Working with Alcoholics and Other Drug Abusers **3 credits**
- HUS 2428 - Treatment and Resources in Substance Abuse **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**
- PHI 2103 - Critical Thinking **3 credits**
- SYG 1000 - Principles of Sociology **3 credits**
- CLP 1001 - Personal and Social Adjustment **3 credits**
- BSC 1084C - Anatomy and Physiology **4 credits**

## HUMAN SERVICES CORE COURSEWORK: 41 Credit Hours

- HUS 1001 - Introduction to Human Services **3 credits**
- HUS 1013 - Self Esteem in Human Services **3 credits**
- HUS 1111 - Introduction to Intra/Inter Personal Processes **3 credits**
- HUS 1320 - Theories and Foundations of Crisis Intervention **2 credits ***
- HUS 1400 - Alcoholism and Other Drug Abuse **3 credits**
- HUS 2200 - Dynamics of Groups and Group Counseling **3 credits**
- HUS 2302 - Basic Counseling Skills **3 credits**
- HUS 2315 - Studies in Behavioral Modification **3 credits**
- HUS 2540 - Building Stronger Families and Communities **3 credits**
- HUS 2525 - Current Issues in Mental Health and Human Services **3 credits**
- HUS 2551 - Multicultural Perspectives in Human Services (I) **3 credits**
- HUS 2500 - Issues and Ethics in Human Services **3 credits**
- HUS 2842L - Counseling Residency I **3 credits**
- HUS 2843L - Counseling Residency II **3 credits**

## TOTAL DEGREE PROGRAM, HUMAN SERVICES (Generalist Track), AS: 65 Credit Hours

## Addiction Studies Track

## GENERAL EDUCATION COURSEWORK: 15 Credit Hours

- ENC 1101 - Composition I **3 credits**

- SPC 1017 - Fundamentals of Speech Communication **3 credits** OR
- SPC 2608 - Introduction to Public Speaking **3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
- HUMANITIES- Any General Education Humanities course **- 3 credits**
- MATHEMATICS- Any General Education Mathematics course **- 3 credits**

## ELECTIVE COURSEWORK: 9 Credit Hours

Choose three courses from the suggested coursework listed below to complement the Human Services curriculum.

- HUS 1640 - Principles of Youth Work **3 credits**
- HUS 2525 - Current Issues in Mental Health and Human Services **3 credits**
- HUS 2540 - Building Stronger Families and Communities **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**
- PHI 2103 - Critical Thinking **3 credits**
- SYG 1000 - Principles of Sociology **3 credits**
- CLP 1001 - Personal and Social Adjustment **3 credits**
- BSC 1084C - Anatomy and Physiology **4 credits**

## HUMAN SERVICES CORE COURSEWORK: 49 Credit Hours

- HUS 1001 - Introduction to Human Services **3 credits**
- HUS 1013 - Self Esteem in Human Services **3 credits**
- HUS 1111 - Introduction to Intra/Inter Personal Processes **3 credits**
- HUS 1320 - Theories and Foundations of Crisis Intervention **2 credits ***
- HUS 1400 - Alcoholism and Other Drug Abuse **3 credits**
- HUS 2200 - Dynamics of Groups and Group Counseling **3 credits**
- HUS 2302 - Basic Counseling Skills **3 credits**
- HUS 2315 - Studies in Behavioral Modification **3 credits**
- HUS 2404 - Working with Alcoholics and Other Drug Abusers **3 credits**
- HUS 2406 - Pharmacology in Drug Abuse **3 credits**
- HUS 2411 - Introduction to Chemical Dependencies **3 credits**
- HUS 2428 - Treatment and Resources in Substance Abuse **3 credits**
- HUS 2500 - Issues and Ethics in Human Services **3 credits**
- HUS 2551 - Multicultural Perspectives in Human Services (I) **3 credits**
- HUS 2842L - Counseling Residency I **3 credits**
- HUS 2843L - Counseling Residency II **3 credits**
- HUS 2905 - Directed Individual Study **2 credits**

## TOTAL DEGREE PROGRAM, HUMAN SERVICES (Addiction Studies Track), AS: 73 Credit Hours

## Additional Options: Human Services, Certificates

A College Credit Certificate (CCC) consists of a program of instruction of less than 60 credits of college level courses, which is part of an AS degree program. CCC's may be awarded to students who are pursuing the AS degree in Human Services or to current Human Services Practitioners who want to supplement their learning and certification for their career. Three College Credit Certificates (CCC) are offered as part of the Human Services Associate of Science (AS) degree program. *(See additional catalog pages for curriculum details.)*

- The Addiction Studies CCC (39 credit hours) prepares students for employment in the field of addictions. This program provides the academic training necessary to meet the requirements for the State of Florida certification as a Certified Addictions Professional (CAP) or a Certified Associate Addictions Professional (CAAP).
- The Human Services Assistant CCC (27 credit hours) prepares students for entry level employment in a broad area of Human Services areas such as family services, case management, addiction services, socially and economically handicapped, youth, adult and elderly.
- The Youth Development CCC (30 credit hours) prepares students for entry level employment as a youth worker in areas such as recreation programs, daycare facilities, foster care programs, runaway shelters and other youth focused organizations.

Information is available online at: www.fsw.edu/academics/ and on the School of Health Professions Home page at: www.fsw.edu/sohp

# Radiologic Technology, AS

Graduates of the Radiologic Technology Program are prepared to become credentialed as Radiologic Technologists after successful completion of the American Registry of Radiologic Technologists (ARRT) for national certification and application for state licensure.

Radiologic technologists are the health care professionals who perform diagnostic imaging procedures, such as X-ray examinations, Magnetic Resonance Imaging (MRI) scans, and Computed Tomography (CT) scans. The Radiologic Technologist combines patient care skills with an in-depth knowledge of human anatomy and proficient utilization of medical imaging equipment. The technologist's goal is to produce diagnostic images of the human body with minimum radiation exposure and at a level of proficiency that will cause the least discomfort to the patient.

Current occupational employment and wages data for Radiologic Technologists are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292034.htm.

The Radiologic Technology Program admits students once per year and starts each Fall semester. The curriculum includes a combination of classroom, laboratory, and clinical education experiences. General Education and Program Specific coursework may be taken on various campuses but the Radiologic Technology core course are only offered on the Thomas Edison (Lee) Campus. Clinical laboratory experiences occur in departments of radiology at participating clinical affiliates in Lee, Collier, and Charlotte Counties.

## Accreditation:

The Florida SouthWestern State College Radiologic Technology program is nationally accredited by the:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 Wacker Drive, Suite 2850
Chicago, IL, 60606-3182
Telephone: 312-704-5300

## Application Deadline:

April 30

## Admission Requirements:

Radiologic Technology has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Radiologic Technology program. Each applicant must meet specific criteria which are listed in the admission policies and maintain a 2.0 grade point average in Radiologic Technology core coursework to progress in the program. Each core course must be taken in sequence. A minimum of 77 credit hours with a 2.0 cumulative grade point average is required for graduation. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239)489-9255. Admission applications are located at www.fsw.edu/academics/programs/asradiologictechnology.

Admission to the program is determined by admissions points, academic transcript evaluation, and affective skills demonstration. Admissions points are awarded for the completion of General Education coursework and prospective students are encouraged to complete as many courses as possible, prior to starting the Radiologic Technology Core coursework. Pre-admission requirements include satisfactory completion of the following:

- Complete MAC 1105 - College Algebra (equivalent or advanced MAC course) with a grade of C or better
- Complete BSC 1093C - Anatomy and Physiology I with a grade of C or better

# AS Radiologic Technology Program of Study (77 credits)

## General Education and Program Specific Coursework

### General Education Requirements: 16 credits required

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better
- General Education Humanities **- 3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**
- MAC 1105 - College Algebra **3 credits** (or higher MAC XXXX course)
- BSC 1093C - Anatomy and Physiology I **4 credits**

### Program Specific Coursework: 7 credits required

- Any CGS (Computer Science) Course **- 3 credits**
- BSC 1094C - Anatomy and Physiology II **4 credits**

### Radiologic Technology Core Courses

### Core Courses: 54 credits required

- RTE 1000 - Introduction to Radiography and Patient Care - AS **3 credits**

- RTE 1001 - Radiographic Terminology - AS **1 credit**
- RTE 1418 - Principles of Radiographic Exposure I - AS **3 credits**
- RTE 1457 - Principles of Radiographic Exposure II - AS **2 credits**
- RTE 1503 - Radiographic Positioning I - AS **4 credits**
- RTE 1503L - Radiographic Positioning I Lab - AS **2 credits**
- RTE 1513 - Radiographic Positioning II - AS **4 credits**
- RTE 1523 - Radiographic Positioning III - AS **3 credits**
- RTE 1573 - Radiologic Science Principles - AS **3 credits**
- RTE 1613 - Radiographic Physics - AS **4 credits**
- RTE 1804 - Radiology Practicum I - AS **3 credits**
- RTE 1814 - Radiology Practicum II – AS **3 credits**
- RTE 1824 - Radiology Practicum III - AS **3 credits**
- RTE 2061 - Radiologic Technology Seminar - AS **2 credits**
- RTE 2385 - Radiation Biology and Protection - AS **2 credits**
- RTE 2473 - Quality Assurance - AS **2 credits**
- RTE 2563 - Special Radiographic Procedures and Cross-Sectional Anatomy - AS **3 credits**
- RTE 2782 - Radiographic Pathology - AS **2 credits**
- RTE 2834 - Radiology Practicum IV - AS **3 credits**
- RTE 2844 - Radiology Practicum V - AS **2 credits**

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

## Respiratory Care, AS

Graduates of the Respiratory Care Program are prepared to become credentialed as Registered Respiratory Therapists (RRT) after successful completion of the National Board for Respiratory Care Examinations. Respiratory Therapists are members of a team of health care professionals working in a wide variety of clinical settings to evaluate, treat, and manage patients of all ages with respiratory illnesses and other cardiopulmonary disorders. As members of this team, Respiratory Therapists should exemplify the ethical and professional standards expected of all health care professionals. Respiratory therapists provide patient care which includes clinical decision-making and patient education. The respiratory care scope of practice includes, but is not limited to the following basic competencies:

- acquiring and evaluating clinical data
- assessing the cardiopulmonary status of patients
- performing and assisting in the performance of prescribed diagnostic studies such as: obtaining blood samples, blood gas analysis, pulmonary function testing, and polysomnography
- evaluating data to assess the appropriateness of prescribed respiratory care
- establishing therapeutic goals for patients with cardiopulmonary disease
- participating in the development and modification of respiratory care plans
- case management of patients with cardiopulmonary and related diseases
- initiating prescribed respiratory care treatments, managing life support activities, evaluating and monitoring patient responses to such therapy and modifying the prescribed therapy to achieve the desired therapeutic objectives
- initiating and conducting prescribed pulmonary rehabilitation
- providing patient, family, and community education

- promoting cardiopulmonary wellness, disease prevention, and disease management
- promoting evidence-based practice by using established clinical practice guidelines
- evaluating published research for its relevance to patient care.

Current occupational employment and wages data for Respiratory Therapists are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes291126.htm.

The Respiratory Care Program admits students once per year and starts each Fall semester. The curriculum includes a combination of classroom, laboratory, and clinical education experiences. General Education and Program Specific coursework may be taken on various campuses but the Respiratory Care core courses are only offered on the Thomas Edison(Lee) Campus. Clinical education occurs at affiliated hospitals throughout Southwest Florida.

## ACCREDITATION:

The Florida SouthWestern State College Respiratory Care Associate in Science Degree Program at the Thomas Edison(Lee) Campus is accredited by the Commission on Accreditation for Respiratory Care (www.coarc.com).

The Committee on Accreditation for Respiratory Care (CoARC)
1248 Harwood Road
Bedford, TX 76021-4244
Telephone: 817-283-2835

## APPLICATION DEADLINE:

May 31

## ADMISSION REQUIREMENTS:

Respiratory Care has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Respiratory Care program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239)4899255. Admission applications are located at www.fsw.edu/academics/programs/asrespiratorycare.

Admission to the program is determined by admissions points, academic transcript evaluation, and affective skills demonstration. Admissions points are awarded for the completion of General Education coursework and prospective students are encouraged to complete as many courses as possible, prior to starting the Respiratory Care Core coursework. Pre-admission requirements include satisfactory completion of the following:

- Watson-Glaser Critical Thinking Examination
- Panel Interview
- College-approved criminal records check and drug testing at the applicant's expense.

After acceptance, students must complete the following:

- Immunization and health report
- TB Skin Test
- Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED) obtained during the months of June-August, prior to Fall Year 2 semester start.

## BACCALAUREATE DEGREE OPPORTUNITY:

Florida SouthWestern State College also offers a Bachelor of Applied Science (BAS) in Cardiopulmonary Sciences. Graduates of the AS Degree Program in Respiratory Care with the RRT credential may enroll in this degree program and complete remaining courses to earn the bachelor's degree. For more information, please contact the School of Health Professions (239) 489-9255.

## AS Respiratory Care Program of Study (76 credits)

All courses specified below must be successfully completed with a grade of 'C' or better. This includes General Education Requirements, Program Specific Coursework, and Respiratory Care Core Courses for the degree.

**General Education and Program Specific Coursework**

### General Education Requirements: 16 credits required

- ENC 1101 - Composition I **3 credits** , writing intensive-must complete with a "C" or better
- General Education Humanities **- 3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**

- General Education Mathematics **- 3 credits**
- BSC 1093C - Anatomy and Physiology I **4 credits**

### Program Specific Coursework: 15 credits required

- BSC 1094C - Anatomy and Physiology II **4 credits**
- General Education Chemistry and Corresponding Lab **- 4 credits**
- MCB 2010C - Microbiology **4 credits**
- PHY 1007 - Physics for the Health Sciences **3 credits**

### Respiratory Care Core Courses

### Respiratory Care Core Courses: 45 credits required

- RET 1007 - Respiratory Care Pharmacology - AS **2 credits**
- RET 1024 - Introduction to Cardiopulmonary Technology - AS **3 credits**
- RET 1275C - Clinical Care Techniques - AS **4 credits**
- RET 1613C - Cardiopulmonary Anatomy and Physiology - AS **2 credits**
- RET 1832L - Clinical Practicum I - AS **1 credit**
- RET 2234C - Respiratory Therapeutics - AS **6 credits**
- RET 2244 - Critical Care Applications - AS **2 credits**
- RET 2254C - Respiratory Care Assessment - AS **6 credits**
- RET 2264C - Advanced Mechanical Ventilation - AS **6 credits**

- RET 2295 - Pulmonary Studies - AS **3 credits**
- RET 2714 - Neonatal-Pediatric Respiratory Care - AS **3 credits**
- RET 2874L - Clinical Practicum II - AS **1 credit**
- RET 2875L - Clinical Practicum III - AS **1 credit**
- RET 2876L - Clinical Practicum IV - AS **3 credits**
- RET 2930 - Respiratory Care Practitioner as a Professional - AS **2 credits**

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Nursing, AS

Graduates of the Associate in Science in Nursing (ASN) program are prepared to become licensed as a Registered Nurse (RN). The role of a RN is to assess and evaluate clients and their healthcare needs, develop and implement plans of care, and document client responses to interventions. Nurses administer care to people who are ill, injured, convalescent, or disabled. Nurses counsel clients seeking healthier lifestyles.

The ASN curriculum incorporates classroom instruction, laboratory, simulation education, and clinical practice in the care of diverse populations. Local health facilities are utilized for clinical practice, including community agencies, acute care institutions, long-term and ambulatory care facilities. Graduates of the program possess knowledge, values, skills, and compassion; all are essential for professional nursing practice in a dynamic and rapidly changing health care environment.

Current occupational employment and wages data for Registered Nurses are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes291141.htm.

## Accreditation:

The Florida SouthWestern State College Associate in Science in Nursing Program is accredited by the:

Accreditation Commission on Education in Nursing, Inc.
3343 Peachtree Road NE, Suite 850
Atlanta, Georgia 30326
Telephone: 404-975-5000
http://acenursing.org/

## Curriculum Options:

Florida SouthWestern State College offers several options for students to apply, enroll, and complete the Nursing AS degree program:

- *Entry Curriculum, Full-Time, 4 semesters* - for applicants entering the nursing profession who do not meet the criteria below for acceptance into the Transition Curriculum
- *Entry Curriculum, Part-Time, 5 semesters* - for applicants entering the nursing profession who do not meet the criteria below for acceptance into the Transition Curriculum; for applicants who would like to complete the program on a part-time basis with classes offered evening and weekend hours. The Part-Time curriculum is currently offered on the Lee Campus only.
- *Transition Curriculum, Full-Time, 3 semesters* - statewide articulations agreements allow for a minimum guarantee of articulated credit from for applicants who have completed a Licensed Practical Nursing Program in Florida and hold

current Florida licensure as a Licensed Practical Nurse/LPN. Applicants must enter the ASN program within five years of their program completion date.

## Degree Requirements and Program Length:

The ASN degree consists of 72 credit hours. These hours include General Education and Program Specific Courses (30 credits), and Nursing Core Courses (42 credits). Competitive applicants will have completed most or all of their General Education and Program Specific courses before starting the Nursing Core courses.

Minimally, students must complete the following PRIOR to admissions into each curriculum:

- **ENTRY** - STA 2023 - Statistical Methods I or Any General Education Mathematics and BSC 1093C - Anatomy and Physiology I
- **TRANSITION** - STA 2023 - Statistical Methods I, or Any General Education Mathematics, BSC 1093C - Anatomy and Physiology I, BSC 1094C - Anatomy and Physiology II, and ENC 1101 - Composition I

Prior to registration for the final semester of the Nursing Program, students **MUST complete all General Education and Program Specific courses.** Each curriculum option in the AS Nursing Program is offered during various terms on Florida SouthWestern State College's three campus locations and takes various numbers of terms and calendar months to complete:

| **AS Nursing Curriculum** | **LEE CAMPUS START TERM** | **COLLIER CAMPUS START TERM** | **CHARLOTTE CAMPUS START TERM** |
|---|---|---|---|
| **Entry Full-Time<br>4 semesters<br>22 calendar months** | **FALL** | **FALL** | **FALL** |
| **Entry Full-Time<br>4 semesters<br>24 calendar months** | **SPRING** | **SPRING** | **SPRING** |
| **Entry Part-Time<br>5 semesters<br>21 calendar months<br>(includes a Summer)** | **FALL** | | |
| **Transition Full-Time<br>3 semesters<br>16 calendar months** | **FALL** | **FALL** | |
| **Transition Full-Time<br>3 semesters<br>16 calendar months** | **SPRING** | | **SPRING** |

## Application Deadlines:

Fall Semester Start - Application due by **May 15**

Spring Semester Start - Application due by **October 1**

**Finalists will be notified within four weeks after application deadlines.*

The ASN program has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the ASN program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the School of Health Professions Nursing office on each campus. Admission information and applications are located at http://www.fsw.edu/academics/programs/asnursing.

Acceptance to the program is based on a tally of admission points using completed pre- nursing course GPA, pre-admission testing scores, and total number of general education/program specific courses completed. Pre-admission standardized examination includes Health Education Systems, Inc. (HESI) for Entry and Transition applicants.

After notification, finalists must complete the following:

- College-approved criminal records check and drug testing at the applicant's expense. Note that applicants should consult Florida Board of Nursing if they have any criminal offenses, beyond minor traffic violations, which may limit RN licensure eligibility.
- Immunization and health report
- Screening for tuberculosis (TB)
- Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED)

## ASN to RN-BSN NURSING CAREER LADDER:

Credits earned in the ASN program will count towards the related baccalaureate Nursing degree completion (RN-BSN) program under the provisions of Florida Rule 6A-10.024. This creates a career ladder so that students can proceed toward their educational objectives as rapidly as their circumstances permit. Please note that ASN graduates will be required to complete all General Education, Program Specific Courses, Foreign Language competence, and earn the Florida Registered Nursing RN credential before admission to the RN-BSN program at FSW. For more information, please refer to the RN-BSN Program information at: http://www.fsw.edu/academics/programs/bsnursing .

# AS Nursing Program of Study (72 credits)

**General Education and Program Specific Coursework**

## General Education Requirements: 16 credits required

- ENC 1101 - Composition I **3 credits** , writing intensive - must complete with a "C" or better
- Any General Education Humanities - **3 credits**

- PSY 2012 - Introduction to Psychology **3 credits**
  **or**
- SYG 1000 - Principles of Sociology **3 credits**

- Any General Education Mathematics - **3 credits** (NOTE: STA 2023 Statistical Methods I is one of the required math courses for the RN-BSN degree)
- BSC 1093C - Anatomy and Physiology I **4 credits**

## Program Specific Coursework: 14 credits required

- BSC 1094C - Anatomy and Physiology II **4 credits**
- MCB 2010C - Microbiology **4 credits**
- HUN 1201 - Human Nutrition **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**

## Two Core Options Available, Entry and LPN Transition

## Nursing Core Courses, Entry Curriculum

**Core Courses: 42 credits required**

- NUR 1022 - Fundamentals of Nursing - AS **6 credits**
- NUR 1022L - Fundamentals of Nursing Clinical - AS **2 credits**
- NUR 1023L - Fundamentals of Nursing Practicum - AS **1 credit**
- NUR 1060 - Health Assessment - AS **2 credits**
- NUR 1060L - Health Assessment Lab - AS **1 credit**
- NUR 1211 - Adult Nursing I - AS **4 credits**
- NUR 1211L - Adult Nursing I Clinical - AS **3 credits**
- NUR 1511 - Introduction to Mental Health Concepts in Nursing - AS **1 credit**
- NUR 2140 - Pharmacology for Nurses - AS **2 credits**
- NUR 2310 - Pediatric Nursing Concepts - AS **2 credits**
- NUR 2310L - Pediatric Nursing Clinical - AS **2 credits**
- NUR 2424 - Maternal Nursing Concepts - AS **2 credits**
- NUR 2424L - Maternal Nursing Clinical - AS **1 credit**
- NUR 2520 - Mental Health Nursing Concepts - AS **2 credits**
- NUR 2520L - Mental Health Nursing Clinical -AS **1 credit**
- NUR 2260 - Adult Nursing II - AS **3 credits**
- NUR 2260L - Adult Nursing II Clinical - AS **3 credits**
- NUR 2810 - Professional Issues and Role Development – AS **2 credits**
- NUR 2941L - Clinical Preceptorship - AS **2 credits**

## Nursing Core Courses, LPN Transition Curriculum

**LPN Articulation Credit: 10 credits required**

*Articulation credit will be assigned for these credit hours in the final semester of the Nursing Program and noted on the transcript with a grade of satisfactory (S)*

- NUR 1022 - Fundamentals of Nursing - AS **6 credits**
- NUR 1022L - Fundamentals of Nursing Clinical - AS **2 credits**
- NUR 1023L - Fundamentals of Nursing Practicum - AS **1 credit**
- NUR 1511 - Introduction to Mental Health Concepts in Nursing - AS **1 credit**

### Remaining Core Coursework: 32 Credits Required

- NUR 1038C - Transition to Professional Nursing - AS **3 credits**
- NUR 1211 - Adult Nursing I - AS **4 credits**
- NUR 1211L - Adult Nursing I Clinical - AS **3 credits**
- NUR 2140 - Pharmacology for Nurses - AS **2 credits**
- NUR 2310 - Pediatric Nursing Concepts - AS **2 credits**
- NUR 2310L - Pediatric Nursing Clinical - AS **2 credits**
- NUR 2424 - Maternal Nursing Concepts - AS **2 credits**
- NUR 2424L - Maternal Nursing Clinical - AS **1 credit**
- NUR 2520 - Mental Health Nursing Concepts - AS **2 credits**
- NUR 2520L - Mental Health Nursing Clinical -AS **1 credit**
- NUR 2260 - Adult Nursing II - AS **3 credits**
- NUR 2260L - Adult Nursing II Clinical - AS **3 credits**
- NUR 2810 - Professional Issues and Role Development – AS **2 credits**
- NUR 2941L - Clinical Preceptorship - AS **2 credits**

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

## Addiction Studies, CCC

In accordance with the Florida Department of Education Curriculum Framework for the AS degree in Human Services: The ADDICTION STUDIES certificate program is part of the Human Services AS/AAS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS or AAS degree program and prepares students for entry into employment.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

This program is designed to prepare students for employment as clinical specialists, human services practitioners, chemical dependency practitioners, addictions specialists, substance abuse counselors, and social services practitioners or to provide supplemental training for persons previously or currently employed these occupations.

The Addiction Studies Program College Credit Certificate will provide a quicker and less intensive route for practitioners in the field to obtain their certification in addictions (CAP) provided by the Florida Certification Board.

The content includes, but is not limited to, personal awareness, history and present status of addictions/mental health/human services movement, interdisciplinary addiction professional roles and functions, human growth and development, adaptive and

maladaptive patterns of behavior, case management, various treatment modalities, and therapeutic interventions, interpersonal communications, assessment, evaluation, working knowledge of DSM diagnostic criteria, etiology of addictions, psychopharmacology, pharmacology of abused substances, information management, employability skills, health and safety, including CPR, universal precautions and AIDS training.

This certificate focuses on teaching broad, transferable skills and stresses understanding and demonstration of the human services profession, with an emphasis on addictions. In addition, the College Credit Certificate will provide a vital workforce development initiative to aid students and community agencies in obtaining certification, with corresponding increases in salary and employment.

## ACCREDITATION:

The Human Services Program AS degree is not currently accredited by The Council for Standards in Human Services Education (CSHSE); however, students will be eligible to sit for the Human Services-Board Certified Practitioner(HS-BCP™) examination after the completion of the AS program and 3 years of work experience with a minimum of 4,500 hours.

## APPLICATION PROCESS:

Students must meet the college admissions requirements. No additional application process is required for the Human Services Program.

## Addiction Studies College Certificate Program of Study

## CCC, ADDICTION STUDIES

- HUS 1001 - Introduction to Human Services **3 credits**
- HUS 1013 - Self Esteem in Human Services **3 credits**
- HUS 1111 - Introduction to Intra/Inter Personal Processes **3 credits**
- HUS 1400 - Alcoholism and Other Drug Abuse **3 credits**
- HUS 2200 - Dynamics of Groups and Group Counseling **3 credits**
- HUS 2302 - Basic Counseling Skills **3 credits**
- HUS 2315 - Studies in Behavioral Modification **3 credits**
- HUS 2404 - Working with Alcoholics and Other Drug Abusers **3 credits**
- HUS 2406 - Pharmacology in Drug Abuse **3 credits**
- HUS 2411 - Introduction to Chemical Dependencies **3 credits**
- HUS 2428 - Treatment and Resources in Substance Abuse **3 credits**
- HUS 2500 - Issues and Ethics in Human Services **3 credits**
- HUS 2551 - Multicultural Perspectives in Human Services (I) **3 credits**

## TOTAL CCC, HUMAN SERVICES, ADDICTION STUDIES: 39 Credit Hours

# Computed Tomography, ATC

The Advanced Technical Certificate (ATC) in Computed Tomography (CT) is a one-semester designed to allow imaging professionals to gain the knowledge and proficiency in Computed Tomography in order to be eligible to sit for the ARRT post-primary certification examination. It also offers qualified imaging professionals the opportunity to advance their career in the field of Computed Tomography.

To be eligible for the program, candidates must have earned an Associates in Science or an Associates in Applied Science and be currently certified by the American Registry of Radiologic Technologists (ARRT) or the Nuclear Medicine Technology Certification Board (NMTCB) in the fields of Radiography (Radiologic Technology), Radiation Therapy, or Nuclear Medicine.

The program consists of two didactic (classroom) courses held in the evening on the FSW Thomas Edison Campus in Fort Myers, and one clinical education course held at various hospitals and imaging centers in Lee, Collier, and Charlotte counties.

Students will be assigned to clinical education site(s) for two, 8-hour rotations per week. This clinical education will provide an opportunity for hands-on application of the concepts learned in the classroom. This would include, but not limited to: an orientation to the clinical aspects of CT, demonstration of the instrumentation and use of equipment, proper patient care skills, introduction to radiation safety, and participation, under direct supervision, in actual CT procedures.

### APPLICATION PROCESS:

The number of seats in this program is determined by the number of available clinical sites. Eligible Registered Technologists will be accepted on a first-come, first-served basis.

## Computed Tomography Advanced Technical Program of Study:

- RTE 2571 - Physics and Instrumentation in CT **3 credits**
- RTE 2762 - Cross-sectional Anatomy and Pathology for CT **3 credits**
- RTE 2805 - CT Clinical Education **3 credits**

## Total Computed Tomography, ATC: 9 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Emergency Medical Technician, CCC

Graduates of the Emergency Medical Technician Certificate Program are prepared to become a credentialed Emergency Medical Technician (EMT). Upon successful completion of this program, the student will receive a Certificate of Completion from the Florida SouthWestern State College EMS department and the necessary instruction required to submit for the Florida State EMS Office for the National Registry Examination (NREMT), as well as for the Florida State EMT certification.

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics. Paramedics have additional advanced training to perform more difficult pre-hospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drownings, childbirth, and gunshot wounds all require immediate medical attention. EMTs and paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility.

Purchase of professional liability insurance is required and included in the program cost. Uniforms are required in all EMS classes and at the clinical sites. Students are responsible for transportation to and from the clinical sites. The total Emergency Technician Certificate Program is one (1) full semester in length and 11 college credit hours.

Current occupational employment and wages data for Emergency Medical Technicians are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292041.htm.

## Application Deadlines:

**Fall Semester Start** - Application due by **June 30**
**Spring Semester Start** - Application due by **November 15**
**Summer Semester Start** - Application due by **April 15**

## Admission Requirements:

The Emergency Medical Technician Certificate Program has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Emergency Medical Technician Certificate program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239)489-9392. Admission applications are located at www.fsw.edu/academics/programs/certemt.

Pre-admission requirements include satisfactory completion of the following:

- College-approved criminal records check and drug testing at the applicant's expense.

After acceptance, students must complete the following:

- Immunization and health report
- TB Skin Test
- Current Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED).

## EMERGENCY MEDICAL TECHNICIAN, CERTIFICATE PROGRAM OF STUDY:

All courses must be completed in the same semester and on the same campus.

- EMS 2119 - Fundamentals of Emergency Medical Care - AS **6 credits**
- EMS 2119L - Fundamentals of Emergency Medical Care Lab - AS **4 credits**
- EMS 2421 - Emergency Medical Technician Practicum - AS **1 credit**

## TOTAL CERTIFICATE PROGRAM, EMT: 11 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Human Services Assistant, CCC

In accordance with the Florida Department of Education Curriculum Framework for the AS degree in Human Services, this certificate program is part of the Human Services AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

This College Credit Certificate program is designed to be the first educational step to a professional career in Human Services as Human Service Assistants, Social Service Aides or Case Management Aides, or other positions that are a part of the social services delivery. It will provide credit course work and field experience for those employed in human service occupations as well as those who seek to enter the profession without experience.

The College Credit Certificate will focus on broad introductory principles of human behavior specific to the good practices and techniques in human service. Course work will enable student's to employ effective communications and interpersonal skills, understand the legal and ethical responsibilities of human services and demonstrate computer literacy.

Through a twenty-seven (27) credit hour program, students will demonstrate knowledge of the human services system, specifically how it affects practice and policy as well as the roles of human service workers in various settings. Students must be able to demonstrate knowledge of human development from birth to senescence, understand adaptive and maladaptive patterns of behavior and have an understanding of various treatment modalities and therapeutic interventions.

Students must develop effective interpersonal communication with clients, co-workers and supervisors. They must be able to demonstrate assessment, evaluation, problem solving and referral and crisis intervention skills as well as a working knowledge of legal and ethical issues related to human services.

## Accreditation:

The Human Services Program AS degree is not currently accredited by The Council for Standards in Human Services Education (CSHSE); however, students will be eligible to sit for the Human Services-Board Certified Practitioner(HS-BCP™) examination after the completion of the AS program and 3 years of work experience with a minimum of 4,500 hours.

## Application Process:

Students must meet the college admissions requirements. No additional application process is required for the Human Services Program.

# Human Services Assistant Certificate Program of Study:

## HUMAN SERVICES ASSISTANT CERTIFICATE PROGRAM OF STUDY:

- HUS 1001 - Introduction to Human Services **3 credits**
- HUS 1013 - Self Esteem in Human Services **3 credits**
- HUS 1111 - Introduction to Intra/Inter Personal Processes **3 credits**
- HUS 1400 - Alcoholism and Other Drug Abuse **3 credits**
- HUS 2200 - Dynamics of Groups and Group Counseling **3 credits**
- HUS 2302 - Basic Counseling Skills **3 credits**
- HUS 2500 - Issues and Ethics in Human Services **3 credits**
- HUS 2540 - Building Stronger Families and Communities **3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**

TOTAL CCC, HUMAN SERVICES ASSISTANT: 27 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Paramedic, CCC

Graduates of the Paramedic Certificate Program are prepared to become a credentialed Paramedic in the field of emergency medical services. Upon successful completion of the Paramedic Program, the EMS Department will issue to the student the necessary information required to submit to the Florida State EMS Office to apply for the Florida State Paramedic Certification examination.

People's lives often depend on the quick reaction and competent care of emergency medical technicians (EMTs) and paramedics. Paramedics have additional advanced training to perform more difficult pre-hospital medical procedures. Incidents as varied as automobile accidents, heart attacks, drownings, childbirth, and gunshot wounds all require immediate medical attention. EMTs and paramedics provide this vital attention as they care for and transport the sick or injured to a medical facility.

**NOTE:** Successful completion of Emergency Medical Technician coursework and Florida license are required BEFORE enrolling in coursework for the Paramedic Certificate. Eligibility requirements to take the Florida Paramedic exam include current certification as a Florida EMT and successful completion of the Paramedic Certificate Program coursework.

Purchase of professional liability insurance is required and included in the program cost. Uniforms are required in all EMS classes and at the clinical sites. During the Paramedic Program, students will be required to complete clinical rotations in local hospital settings and internships with area EMS providers. These clinical rotations are in addition to scheduled lecture and laboratory hours. Students are responsible for transportation to and from the clinical and internship sites. The total Paramedic Certification Program length is three semesters and 42 college credit hours.

Current occupational employment and wages data for Paramedics are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292041.htm.

## Accreditation:

The Florida SouthWestern State College Paramedic Program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (www.coaemsp.org).

*Commission on Accreditation of Allied Health Education Programs (CAAHEP)*
*1361 Park Street*
*Clearwater, FL 33756*
*(727) 210-2350*
To Contact CoAEMSP:

*Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions*
*8301 Lakeview Parkway*
*Suite 111-312*
*Rowlett, TX 75088*
*(214) 703-8445*
*Fax (214) 703-8992*

## Application Deadline

**Fall Semester Start** - Application due by **June 30**

## Admission Requirements:

The Paramedic Certificate Program has limited enrollment due to the rigorous clinical education requirements for the program. Acceptance to Florida SouthWestern State College does not imply acceptance into the Paramedic Certificate program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239)489-9392. Admission applications are located at www.fsw.edu/academics/programs/certparamedic.

Pre-admission requirements include satisfactory completion of the following:

- Current Florida Emergency Medical Technician certification OR eligibility for EMT certification;
- Must have Florida EMT certification within 90 days of enrolling in EMS 2671.Florida.
- College-approved criminal records check and drug testing at the applicant's expense.

After acceptance, students must complete the following:

- Immunization and health report
- TB Skin Test
- Current Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED).

# PARAMEDIC, CERTIFICATE PROGRAM OF STUDY

## First Semester: 16 credit hours

- BSC 1084C - Anatomy and Physiology **4 credits** *
- EMS 2654 - Paramedic Internship I - AS **2 credits**
- EMS 2671 - Paramedic I - AS **3 credits**
- EMS 2671L - Paramedic I Lab - AS **2 credits**
- EMS 2672 - Paramedic II - AS **3 credits**
- EMS 2672L - Paramedic II Lab - AS **2 credits**

*Students may complete BSC 1084C (4 credits) or they may complete BOTH BSC1093C and BSC1094C (8 credits).

## Second Semester: 14 credit hours

- EMS 2655 - Paramedic Internship II - AS **2 credits**
- EMS 2673 - Paramedic III - AS **8 credits**
- EMS 2673L - Paramedic III Lab - AS **4 credits**

## Third Semester: 12 credit hours

- EMS 2649 - Paramedic Clinical - AS **4 credits**
- EMS 2656 - Paramedic Internship III - AS **4 credits**

- EMS 2674 - Paramedic IV - AS **3 credits**
- EMS 2674L - Paramedic IV Lab - AS **1 credit**

## TOTAL CERTIFICATE PROGRAM, PARAMEDIC: 42 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Youth Development, CCC

In accordance with the Florida Department of Education Curriculum Framework for the AS degree in Human Services, this certificate program is part of the Human Services AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Human Services career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the Human Services career cluster.

The content includes but is not limited to knowledge of the human services system, roles of human service workers in various settings specifically youth work environments. Students must be able to demonstrate a knowledge of human development as it relates to specific age groups; develop a professional awareness of youth work; understand and implement a youth development approach in various environments; develop a capacity to design and implement programs consistent with the needs of youth in relation to available community resources.

This College Credit Certificate program is designed to be the first educational step to a professional career in Human Services with emphasis in Youth Services or other positions that are a part of the social services delivery. It will provide credit course work and field experience for those employed in youth service occupations as well as those who seek to enter the profession without experience.

The College Credit Certificate will focus on broad introductory principles of human services specific to the good practices and techniques of a youth development approach. Course work will prepare students to function as youth workers in community-based, residential, group home and other youth work environments.

## Accreditation:

The Human Services Program AS degree is not currently accredited by The Council for Standards in Human Services Education (CSHSE); however, students will be eligible to sit for the Human Services-Board Certified Practitioner(HS-BCP™) examination after the completion of the AS program and 3 years of work experience with a minimum of 4,500 hours.

## Application Process:

Students must meet the college admissions requirements. No additional application process is required for the Human Services Program.

## YOUTH DEVELOPMENT CERTIFICATE PROGRAM OF STUDY

## CCC YOUTH DEVELOPMENT

- HUS 1001 - Introduction to Human Services **3 credits**
- HUS 1013 - Self Esteem in Human Services **3 credits**
- HUS 1111 - Introduction to Intra/Inter Personal Processes **3 credits**
- HUS 1400 - Alcoholism and Other Drug Abuse **3 credits**
- HUS 1640 - Principles of Youth Work **3 credits**
- HUS 2302 - Basic Counseling Skills **3 credits**
- HUS 2500 - Issues and Ethics in Human Services **3 credits**
- HUS 2540 - Building Stronger Families and Communities **3 credits**
- PSY 2012 - Introduction to Psychology **3 credits**
- DEP 2004 - Human Growth and Development **3 credits**

## TOTAL CCC, YOUTH DEVELOPMENT: 30 Credit Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Firefighter Minimum Standards Certificate

Graduates of the Firefighter Minimum Standards Certificate Program are prepared to become a credentialed Firefighter after successful completion of the State of Florida Firefighter II Certification exam. This program provides training for Southwest Florida firefighters in partnership with the North Naples Fire Training Center. Students must satisfy the requirements set forth by the National Fire Protection Association (NFPA) Standard 1001 and Florida State Statute 69A-37.

Firefighters control and extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search and rescue, and disaster assistance.

This 398 clock hour certificate takes six (6) months to complete. Classes are held in North Naples on Tuesday and Thursday evenings and on Saturdays. The cost for this course varies due to equipment needs. Approximately $4,100 will cover course application, gear rental (if needed), uniforms, books, testing, fingerprints, etc. Current occupational employment and wages data for Fire Fighters are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes332011.htm.

## Application Deadlines:

**Spring Semester Start** - Application due by **December 7**

**Summer Semester Start** - Application due by **April 7**

## Admission Requirements:

The Firefighter Minimum Standards Certificate Program has limited enrollment. The Firefighter Minimum Standards Program is a physically and mentally challenging course that includes extensive classroom and practical field components. Students must be physically prepared for the vigorous physical activity required to successfully complete the program. The Physical Ability Test

(PAT) will ensure that all candidates entering the program have the physical ability to complete the course. Students must pass the Physical Ability Test prior to admission to the program.

Acceptance to Florida SouthWestern State College does not imply acceptance into the Firefighter Minimum Standards Certificate program. Each applicant must meet specific criteria which are listed in the admission policies. The Criteria for Admission Policies are available through the program office or through the School of Health Professions office at (239)489-9392. Admission applications are located at www.fsw.edu/academics/programs/certfireacademy.

Pre-admission requirements include satisfactory completion of the following:

- College-approved criminal records check and drug testing at the applicant's expense.

After acceptance, students must complete the following:

- Immunization and health report
- TB Skin Test
- Current Certification in American Heart Association Basic Life Support for Healthcare Providers (CPR and AED).

## FIREFIGHTER MINIMUM STANDARDS, CERTIFICATE PROGRAM OF STUDY:

Note: All courses in this certificate program are career and technical instruction (PSAV/postsecondary adult vocational) and are awarded Clock Hour Credit on the student transcript. The Clock Hours are not College Credit and do not count towards graduation.

- FFP 0010C - Firefighter I Minimum Standards - PSAV (*) **206 clock hours**
- FFP 0020C - Firefighter II Minimum Standards - PSAV (*) **192 clock hours**

## TOTAL PSAV PROGRAM, FIREFIGHTER MINIMUM STANDARDS: 398 Clock Hours

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Programs with Partner Colleges

# Opticianry Program, AS (Partnership Program with Hillsborough Community College)

Graduates of the Opticianry Program are prepared to successfully complete the American Board of Opticianry National Opticianry Competency Examination, the National Contact Lens Examination, and state licensing examination (if applicable). An optician is an eye care professional who, following prescriptions written by ophthalmologists or optometrists, helps select and fit eyeglasses and contact lenses for people with vision problems. Opticians typically work in medical offices, optical stores or large department stores. Formal education is fundamental to the credibility of an optician as an eye care professional. Employers increasingly prefer dispensing opticians to complete certification or graduate from an accredited two-year associate's degree program in Opticianry; some large employers may provide an apprenticeship. Twenty-two states require licensure to practice opticianry.

Upon completion of the Opticianry Program, graduates should be able to:

- Discuss prescription eyewear/vision aids and other patient/customer related information, verbal and written, with the prescriber
- Analyze and interpret prescriptions
- Communicate effectively with patient/customer
- Identify the human eye structure, function, and pathology
- Assist the patient/customer in selection of proper frames and lenses
- Determine patient/customer physiognomic (facial and eye) measurements
- Neutralize lenses and verify eyewear/vision aids prescriptions
- Adapt and fit corrective eyewear/vision aids
- Apply rules and regulations for equipment safety
- Demonstrate proficiency in the operation and function of equipment
- Maintain patient/customer records
- Assist in the business related areas, including record maintenance, frame and lens inventory, supply and equipment maintenance, and third party forms
- Dispense and fit contact lenses, where allowed by regulation
- Dispense and fit artificial eyes and low vision aids, if appropriate.

The Opticianry Program is made possible by an inter-institutional agreement between Florida SouthWestern State College and Hillsborough Community College (HCC) in Tampa, Florida. Florida SouthWestern State College offers the General Education coursework and is the host campus for the laboratory coursework. The Opticianry AS degree is granted by Hillsborough Community College.

The Opticianry Program on the Florida SouthWestern State College campus is delivered through distance learning technology combined with campus-based instruction. General Education coursework may be taken on various campuses but the Opticianry laboratory core courses are held on the Thomas Edison (Lee) Campus. Clinical experience is gained at affiliate sites.

Current occupational employment and wages data for Opticians are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes292081.htm.

## Accreditation:

The Hillsborough College Opticianry Program, offered in partnership with Florida SouthWestern State College, is nationally accredited by the:

Commission on Opticianry Accreditation (COA)
PO Box 592
Canton NY, 13617
Telephone: 703-468-0566
www.coaccreditation.com/%20

## Application and Admission Requirements:

Opticianry has limited enrollment due to the rigorous laboratory and clinical requirements for the program. Acceptance to HCC and/or Florida SouthWestern State College does not imply acceptance into the Opticianry program. Students must meet program requirements established by Hillsborough College. Program orientation, application, and admission information are available on the HCC site at www.hccfl.edu/departments/healthscienc/opticianry/prospective-students.aspx. Students on the Florida SouthWestern State College campus may also contact the School of Health Professions' office at (239) 489-9255.

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Physical Therapist Assistant Program, AS (Partnership Program with Broward College)

Graduates of the Physical Therapist Assistant Program are prepared to become credentialed as Physical Therapist Assistants (PTA) upon completion of the full-time two-year program and after successful completion of the National Physical Therapist Assistant Examination. The Physical Therapist Assistant shall be eligible for an appropriate membership category in the American Physical Therapy Association.

The Physical Therapist Assistant Program will provide the framework for graduates to work with patients who have lost function or been disabled by illness, surgery, accidents or congenital conditions. Physical therapy is an active and progressive occupation that requires constant close contact with new people, technology and treatment methods. Under the direction and supervision of a physical therapist, physical therapist assistants work closely with people of all age groups who have a wide range of physical problems. Examples include, but are not limited to:

- Babies in the neonatal intensive care unit
- Adolescents with sports injuries
- Adults, following workplace injuries or surgery
- Patients who are elderly or who have conditions such as stroke, Alzheimer's disease, arthritis or amputations.

Current occupational employment and wages data for Physical Therapist Assistants are published by the United States Department of Labor's Bureau of Labor Statistics at www.bls.gov/oes/current/oes312021.htm.

The Physical Therapist Assistant (PTA) Program is delivered to the students at Broward College and Florida SouthWestern State College via distance learning technology. Lectures are broadcast in real time so that all sites participate in lecture classes together. The individual sites manage lab sessions. The clinical education component of the program is managed by the Academic Coordinator of Clinical Education at the Broward site. The program provides the student with the opportunity to develop technical skills relative to physical therapy through planned clinical, classroom, and laboratory experiences. The graduate will be prepared to provide a variety of services under the direction and guidance of a supervising physical therapist.

In order to successfully progress through the Physical Therapist Assistant Program, students must successfully achieve all affective, cognitive, and psychomotor objectives; achieve a grade of "C" or above in all program courses, a grade of "S" in all clinical practicums; and maintain a minimum GPA of 2.0 or higher. Contact the Program Site Coordinator at 239-489-9494 for additional progression criteria.

## Accreditation:

The Physical Therapist Assistant Program at Broward College is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 111 North Fairfax Street, Alexandria, Virginia 22314; telephone: 703-706-3245; email: accreditation @apta.org; website: www.capteonline.org.

## Application, Admission, Graduation Requirements:

Students must apply for admission to Broward College in addition to the PTA Program and meet all admissions criteria found at www.broward.edu/admissions/Pages/Health-Sciences-Admissions.aspx. The program has a limited number of seats available per year and students are selected based upon the criteria announced online. Applicants may review Broward College Physical Therapist Assistant program information and access admission information online at www.broward.edu/academics/programs/pta/Pages/default.aspx or call 954-201-2892.

Graduation Requirements for the Physical Therapist Assistant Associate in Science Degree:

- Meet Broward College's graduation requirements as listed in the Broward College Catalog at www.broward.edu/catalog/Pages/default.aspx.
- Complete a minimum of 74 semester hours of credit and a degree grade point average of 2.0 or higher.
- Complete the Physical Therapy core coursework with a grade of "C" or higher.

**Information is available online at:** www.fsw.edu/academics/ **and on the School of Health Professions Home page at:** www.fsw.edu/sohp

# Course Information

## Florida's Statewide Course Numbering System

Courses in this catalog are identified by prefixes and numbers that were assigned by Florida's Statewide Course Numbering System (SCNS). This numbering system is used by all public postsecondary institutions in Florida and by participating nonpublic institutions. The major purpose of this system is to facilitate the transfer of courses between participating institutions. Students and administrators can use the online SCNS to obtain course descriptions and specific information about course transfer between participating Florida institutions. This information is at the SCNS website at scns.fldoe.org.

Each participating institution controls the title, credit, and content of its own courses and recommends the first digit of the course number to indicate the level at which students normally take the course. Course prefixes and the last three digits of the course numbers are assigned by members of faculty discipline committees appointed for that purpose by the Florida Department of Education in Tallahassee. Individuals nominated to serve on these committees are selected to maintain a representative balance as to type of institution and discipline field or specialization.

The course prefix and each digit in the course number have a meaning in the SCNS. The listing of prefixes and associated courses is referred to as the "SCNS taxonomy." Descriptions of the content of courses are referred to as "statewide course profiles."

Example of Course Identifier

| **Prefix** | **Level Code** (first digit) | **Century Digit** (second digit) | **Decade Digit** (third digit) | **Unit Digit** (fourth digit) | **Lab Code** |
|---|---|---|---|---|---|
| **ENC** | **1** | **1** | **0** | **1** | |
| English | Lower (Freshman) | Freshman | Freshman | Freshman | No laboratory |
| Compostion | Level at this institution | Composition | Composition Skills | Composition Skills I | component in this course |

## General Rule for Course Equivalencies

Equivalent courses at different institutions are identified by the same prefixes and same last three digits of the course number and are guaranteed to be transferable between participating institutions that offer the course, with a few exceptions, as listed below in *Exceptions to the General Rule for Equivalency*.

For example, a freshman composition skills course is offered by 84 different public and nonpublic postsecondary institutions. Each institution uses "ENC_101" to identify its freshman composition skills course. The level code is the first digit and represents the year in which students normally take the course at a specific institution. In the SCNS taxonomy, "ENC" means "English Composition," the century digit "1" represents "Freshman Composition," the decade digit "0" represents "Freshman Composition Skills," and the unit digit "1" represents "Freshman Composition Skills I."

In the sciences and certain other areas, a "C" or "L" after the course number is known as a lab indicator. The "C" represents a combined lecture and laboratory course that meets in the same place at the same time. The "L" represents a laboratory course or the laboratory part of a course that has the same prefix and course number but meets at a different time or place.

Transfer of any successfully completed course from one participating institution to another is guaranteed in cases where the course to be transferred is equivalent to one offered by the receiving institution. Equivalencies are established by the same prefix and last three digits and comparable faculty credentials at both institutions. For example, ENC 1101 is offered at a community college. The same course is offered at a state university as ENC 2101. A student who has successfully completed ENC 1101 at a Florida College System institution is guaranteed to receive transfer credit for ENC 2101 at the state university if the student transfers. The student cannot be required to take ENC 2101 again since ENC 1101 is equivalent to ENC 2101. Transfer credit must be awarded for successfully completed equivalent courses and used by the receiving institution to determine satisfaction of requirements by transfer students on the same basis as credit awarded to the native students. It is the prerogative of the receiving institution, however, to offer transfer credit for courses successfully completed that have not been designated as equivalent. **NOTE:** Credit generated at institutions on the quarter-term system may not transfer the equivalent number of credits to institutions on the semester-term system. For example, 4.0 quarter hours often transfers as 2.67 semester hours.

## The Course Prefix

The course prefix is a three-letter designator for a major division of an academic discipline, subject matter area, or subcategory of knowledge. The prefix is not intended to identify the department in which a course is offered. Rather, the content of a course determines the assigned prefix to identify the course.

## Authority for Acceptance of Equivalent Courses

Section 1007.24(7), Florida Statutes, states:

Any student who transfers among postsecondary institutions that are fully accredited by a regional or national accrediting agency recognized by the United States Department of Education and that participate in the statewide course numbering system shall be awarded credit by the receiving institution for courses satisfactorily completed by the student at the previous institutions. Credit shall be awarded if the courses are judged by the appropriate statewide course numbering system faculty committees representing school districts, public postsecondary educational institutions, and participating nonpublic postsecondary educational institutions to be academically equivalent to courses offered at the receiving institution, including equivalency of faculty credentials, regardless of the public or nonpublic control of the previous institution. The Department of Education shall ensure that credits to be accepted by a receiving institution are generated in courses for which the faculty possess credentials that are comparable to those required by the accrediting association of the receiving institution. The award of credit may be limited to courses that are entered in the statewide course numbering system. Credits awarded pursuant to this subsection shall satisfy institutional requirements on the same basis as credits awarded to native students.

## Exceptions to the General Rule for Equivalency

Since the initial implementation of the SCNS, specific disciplines or types of courses have been excepted from the guarantee of transfer for equivalent courses. These include courses that must be evaluated individually or courses in which the student must be evaluated for mastery of skill and technique. The following courses are exceptions to the general rule for course equivalencies and may not transfer. Transferability is at the discretion of the receiving institution.

1. Courses not offered by the receiving institution.
2. For courses at non-regionally accredited institutions, courses offered prior to the established transfer date of the course in question.
3. Courses in the _900-999 series are not automatically transferable, and must be evaluated individually. These include such courses as Special Topics, Internships, Apprenticeships, Practica, Study Abroad, Theses, and Dissertations.
4. Applied academics for adult education courses.
5. Graduate courses.
6. Internships, apprenticeships, practica, clinical experiences, and study abroad courses with numbers other than those ranging from 900-999.

7. Applied courses in the performing arts (Art, Dance, Interior Design, Music, and Theatre) and skills courses in Criminal Justice (academy certificate courses) are not guaranteed as transferable. These courses need evidence of achievement (e.g., portfolio, audition, interview, etc.).

## Courses at Nonregionally Accredited Institutions

The SCNS makes available on its home page (http://scns.fldoe.org) a report entitled "Courses at Nonregionally Accredited Institutions" that contains a comprehensive listing of all nonpublic institution courses in the SCNS inventory, as well as each course's transfer level and transfer effective date. This report is updated monthly.

Questions about the SCNS and appeals regarding course credit transfer decisions should be directed to Christie Logan in the Office of the Registrar, Florida SouthWestern State College, or to the Florida Department of Education, Office of Articulation, 1401 Turlington Building, Tallahassee, Florida 32399-0400. Special reports and technical information may be requested by calling the SCNS office at (850) 245-0427 or at http://scns.fldoe.org.

## International or Diversity Focus Courses

State universities in Florida may require students to take courses that have an international or diversity focus. These courses are designated with an "I" after the course description.

# List of International or Diversity Focus Courses at Florida SouthWestern State College

AMH 2091 - African-American History- (I) **3 credits**
ANT 1410 - Introduction to Cultural Anthropology- (I) **3 credits**
ARH 1050 - History of Art I- (I) **3 credits**
ARH 1051 - History of Art II- (I) **3 credits**
COM 2460 - Introduction to Intercultural Communication – (I) **3 credits**
EDF 2085 - Introduction to Diversity for Educators- (I) **3 credits**
ENL 2012 - British Literature and Culture I, to 1780 (I) **3 credits**
ENL 2022 - British Literature and Culture II, 1780 to Present (I) **3 credits**
FIL 1000 - Film Appreciation (I) **3 credits**
FRE 1120 - Elementary French I - (I) **4 credits**
FRE 1121 - Elementary French II- (I) **4 credits**
FRE 2210 - Intermediate French Conversation and Composition- (I) **3 credits**
FRE 2220 - Intermediate French I- (I) **4 credits**
FRE 2221 - Intermediate French II- (I) **4 credits**
GER 1120 - Elementary German I- (I) **4 credits**
GER 1121 - Elementary German II- (I) **4 credits**
HUM 1950 - Humanities Study Tour- (I) **3 credits**
HUM 2211 - Studies in Humanities: The Ancient World through the Medieval Period- (I) **3 credits**
HUM 2235 - Studies in Humanities: The Renaissance through the Age of Reason- (I) **3 credits**
HUM 2250 - Studies in Humanities: The Romantic Era to the Present- (I) **3 credits**
HUM 2410 - Introduction to Asian Humanities- (I) **3 credits**
HUM 2510 - Studies in Humanities: Humanities through the Arts- (I) **3 credits**
HUM 2930 - Studies in Humanities: Great Human Questions- (I) **3 credits**
HUM 2950 - Humanities Study Tour- (I) **3 credits**
HUS 2551 - Multicultural Perspectives in Human Services (I) **3 credits**
IDS 2930 - Special Topics in Arts and Sciences- (I) **3 credits**
INR 2002 - International Relations- (I) **3 credits**
INR 2500 - Model United Nations (I) **3 credits**

LIT 2000 - Introduction to Literature (I) **3 credits**
LIT 2110 - World Literature I- (I) **3 credits**
LIT 2120 - World Literature II- (I) **3 credits**
MAN 4113 - Understanding and Managing Diversity- (I) **3 credits**
MUL 1010 - Music Appreciation (I) **3 credits**
REL 2300 - World Religions- (I) **3 credits**
SOP 2770 - Introduction to Human Sexuality (I) **3 credits**
SPN 1120 - Beginning Spanish I- (I) **4 credits**
SPN 1121 - Beginning Spanish II- (I) **4 credits**
SPN 2210 - Advanced Spanish Conversation and Composition- (I) **3 credits**
SPN 2220 - Intermediate Spanish I- (I) **4 credits**
SPN 2221 - Intermediate Spanish II- (I) **4 credits**
THE 1000 - Theatre Appreciation (I) **3 credits**
TSL 4080 - Second Language Acquisition and Culture-(I) **3 credits**
WOH 1012 - History of World Civilization to 1500- (I) **3 credits**
WOH 1023 - History of World Civilization 1500 to 1815- (I) **3 credits**
WOH 1030 - History of World Civilization 1815 to Present- (I) **3 credits**

# Course Descriptions

## ACG 1001 - Financial Accounting I

**3 credits**
Introduction to basic financial accounting principles and their application to current business practices for sole proprietorships. Major emphasis is placed on the accounting cycle, current assets and liabilities, merchandising and inventory, non-current assets, and payroll. This course is not designed to meet the program requirements for students enrolling in Fall 2014 or later in the AS Accounting Technology degree, the Accounting Technology Management Certificate, the AS Business Administration and Management degree, the Small Business Management Certificate, and/or the Business Development and Entrepreneurship Certificate. Credit is not given for both ACG 1001 and ACG 2021.

## ACG 2011 - Financial Accounting II

**3 credits**
**Prerequisites:** ACG 1001
This course builds on material introduced in ACG 1001. Financial accounting principles are applied to partnerships and corporations. The major emphasis is placed on stockholders' equity, long-term liabilities, subsidiaries, the statement of cash flows, and the analysis of other financial statements. This course is not designed to meet the program requirements for students enrolling in Fall 2014 or later in the AS Accounting Technology degree, the Accounting Technology Management Certificate, the AS Business Administration and Management degree, the Small Business Management Certificate, and/or the Business Development and Entrepreneurship Certificate. Credit is not given for both ACG 2011 and ACG 2021.

## ACG 2021 - Financial Accounting

**3 credits**
Students are introduced to the field of Financial Accounting for sole proprietorships, partnerships, and corporations. The course emphasizes the recording and analysis of business transactions and the study of the accounting cycle. Topics include accrual-based accounting concepts, internal controls, and financial statement preparation. Ethical accounting practices and their importance are embedded throughout the course. This course meets the requirements of the AS Accounting Technology degree, the Accounting Technology Management Certificate, the AS Business Administration and Management degree, the Small Business Management Certificate, and/or the Business Development and Entrepreneurship Certificate; it is also accepted by the State University System for transfer. Credit is not given for both ACG 1001/ACG 2011 and ACG 2021.

## ACG 2071 - Managerial Accounting

**3 credits**
**Prerequisites:** ACG 2011 *or* ACG 2021
Introduction to basic managerial accounting principles and their application to current business practices for all forms of business

organizations. Emphasis is placed on product costing, responsibility accounting and performance evaluation, budgeting, decision analysis and just-in-time philosophy.

## ACG 2450 - Accounting Software Applications

**3 credits**
**Prerequisites: (ACG 1001 or ACG 2021) and (CGS 1000 or CGS 1100)**
This course is intended for students desiring a working knowledge of computerized accounting using software commonly used in business. The course covers the five major systems commonly found in computerized accounting environments - general ledger, depreciation, accounts receivable, accounts payable, and payroll.

## ACG 2500 - Governmental and Not-For-Profit Accounting

**3 credits**
**Prerequisites:** ACG 2011 *or* ACG 2021
This course covers definitions and operations of the various funds used in Government and nonprofit accounting: 1) fund accounting principles and concepts; 2) record keeping requirements; and 3) various tax reporting requirements and forms.

## ACG 2930 - Special Topics/Capstone-Accounting

**1 credit**
**Prerequisites: Successful completion of** ACG 2021 **or (**ACG 1001 **and** ACG 2011**),** ACG 2071, ACG 2450 **or** CGS 1000**,** ACG 2500**,** MAN 2021**,** MTB 1103**,** TAX 2000, SLS 1331**,** ECO 2013**, and** ECO 2023*, or permission of the Dean*
**Required:** *THIS COURSE IS REQUIRED AND IS DESIGNED FOR STUDENTS PREPARING TO GRADUATE AND TRANSITION TO EMPLOYMENT AND/OR CONTINUING EDUCATION.*
This capstone course will provide the opportunity for students to demonstrate what they have learned in the AS accounting program and gauge their ability to apply it. Students will engage in active discussions on accounting and tax related topics and issues, particularly those that relate to current events. This course also requires the student to write a short paper on a contemporary accounting topic or issue. Additionally, the student will prepare a cover letter and resume specifically for an accounting related position that he or she finds posted locally, nationally, or internationally. Students not working in an accounting related field or who desire to improve their current positions will be encouraged to apply for the positions they find. Successful completion of the course requires demonstrating learning outcomes from core courses by passing the comprehensive examination at the end of the course.

## ACG 3024 - Accounting for Non-Accounting Majors

**3 credits**
**Prerequisites:** *Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101 - Composition I**,** ENC 1102 - Composition II*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*

This course addresses the use of accounting information by non-financial managers. Emphasis is placed on the interpretation of accounting information and the language of financial accounting to effectively participate in activities such as planning, investment, control and managerial decision making.

## ACG 3074 - Managerial Accounting for Non-Accounting Majors

**3 credits**
**Prerequisites:** *Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101 - Composition I**,** ENC 1102 - Composition II*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
This course addresses the use of managerial accounting information by non-accounting managers. Emphasis is placed on the language and use of internal accounting information in planning, organizing, controlling, and directing activities/functions of organizations.

## ACG 3103 - Intermediate Accounting I

**3 credits**
**Prerequisites:** ACG 2011 **with a grade of "C" or better; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
This course studies the accounting model, concepts, standards, and principles underlying the measurement and reporting of financial position, along with financial statement preparation. The major instructional emphasis is placed on a systematic and in-depth study of the financial statements and underlying records with special attention given to the elements composing working capital, investments, and assets. This is the first course in a sequence of three courses: ACG 3103, ACG 3113, and ACG 4123.

## ACG 3113 - Intermediate Accounting II

**3 credits**
**Prerequisites:** ACG 3103 **with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
As the second course of the series, this course continues an in-depth study of financial statements and underlying records. The elements that comprise the equity side of the balance sheet are emphasized with additional attention given to special problems in income determination and financial reporting. Major areas of instruction for this course include liabilities, accounting for bonds, pensions and leases, corporations, contributed capital at formation, and retained earnings. This is the second course in a sequence of three courses: ACG 3103, ACG 3113, and ACG 4123.

## ACG 3341 - Cost Accounting

**3 credits**
**Prerequisites:** ACG 2071 *with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101 - Composition I, ENC 1102 - Composition II, *and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
This course provides a study of the relationship of cost accounting to the control and decision-making functions of management. Emphasis is placed on the review of accounting for costs followed by a detailed consideration of product costing for both job order, process cost, and activity based costing systems. Major areas of instruction include the accumulation of cost data with detailed coverage of materials, labor and factory overhead, job order and process costing, activity based costing, budgeting, and standard costs.

## ACG 3401 - Accounting Information Systems

**3 credits**
**Prerequisites:** ACG 3103 **with a grade of "C" or better**
This course provides a foundation in accounting information systems in a business organization. Coverage includes business processes, risks, internal controls, and the design and implementation of an information system.

## ACG 3632 - Auditing Theory and Application I

**3 credits**
**Prerequisites:** ACG 3113*;* ACG 3401-*both with a grade of "C" or better*
This class is designed to serve as a first course in auditing and assurance services, primarily focusing on independent audits of financial statements by CPAs. The goal of the course is to provide a general introduction to and understanding of the following: • Standard auditing practices for collecting and evaluating evidence and issuing reports. • The societal significance of auditing and the role/function of institutions that affect the ongoing development and regulation of the auditing profession (e.g., the AICPA, the SEC, the PCAOB, the legal system, and State Boards of Accountancy).

## ACG 4123 - Intermediate Accounting III

**3 credits**
**Prerequisites:** ACG 3113 *with a grade of "C" or better*
As the third course of the series, this course continues an in-depth study of financial statements and underlying records. The elements that comprise the equity side of the balance sheet are emphasized with additional attention given to special problems in income determination and financial reporting. Major areas of instruction for this course include theory and practice underlying stockholder equity, income taxes, leases, post-retirement benefits, error analysis, the statement of cash flows, full disclosure, and other current accounting topics. This is the third course in the course sequence: ACG 3103 + ACG 3113 + ACG 4123.

## AMH 2010 - History of the United States to 1877

**3 credits**
A survey of early U.S. history from before European settlement to the Civil War and Reconstruction. Emphasis will be placed on American social, political, and economic developments, the creation of the new Republic, Jacksonian democracy, territorial expansion and the Civil War and Reconstruction.

## AMH 2020 - Introductory Survey Since 1877

**3 credits**
This course is a survey of U.S. history from Reconstruction to the present. Emphasis will be on the development of American social, political, and economic institutions through that time period.

## AMH 2070 - Florida History

**3 credits**
This course presents Florida history from the age of discovery to the present.

## AMH 2091 - African-American History- (I)

**3 credits**
This course is a survey of the African-American experience from its African origins to the twenty-first century. Emphasis will be placed on African-American social, cultural, and political developments and the role African-American men and women played in the struggle for freedom, identity, and civil rights in the United States history and the African Diaspora.

(I) International or diversity focus

## AMH 2931 - Women in U.S. History

**3 credits**
This course studies the role of American women in the nation's development. It introduces people, issues, and events, and covers the general American history periods from cultural and political aspects. The course focuses on women's participation in national development, and the reactions to, and the results of women's participation.

## AML 2010 - Literature of the United States I, to 1860

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**

This course is a survey of the literature of the United States from Native American oral traditions to the Civil War. It centers on authors, texts, and the historical and cultural contexts of each period. (WI) Writing intensive.

## AML 2020 - Literature of the United States II, 1860 to Present

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course is a survey of the literature of the United States from the Civil War to the present. It centers on authors, texts, and the historical and cultural contexts of each period. (WI) Writing intensive.

## ANT 1410 - Introduction to Cultural Anthropology- (I)

**3 credits**
This course is a subfield of anthropology focusing on human culture and the basic concepts and methods of cultural anthropology. Cross-cultural comparisons are emphasized to give a total perspective to the explanation of human behavior. Social, economic and political organization, kinship, sex roles, personality and ideology are also included.

(I) International or diversity focus

## ANT 1511 - Introduction to Physical Anthropology

**3 credits**
An introduction to a subfield of anthropology focusing on the natural history of humankind with an emphasis on primates and humans, adaptation, anatomy, culture, evolution, genetics and variation.

## ANT 2534 - Race: Biology and Culture

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course will be a study of the concept of race from the viewpoint of physical and cultural anthropology. ―Biology and Culture‖ focuses on race and its effects in three main areas: historical, biological, and cultural. The concept of race is traced from its historical roots in the conquest era through its near-universal acceptance the last 200 years. The biology of human variation explains human differences and similarities, disclaiming race as an objective biological reality.

## ARC 1211 - Introduction to Architecture

**3 credits**

This course introduces the student to the fundamental concepts, processes, and skills required for architecture through a series of three-dimensional studies and representational exercises. The students learn to create and discuss architectural principles. While this course provides an exposure and appreciation to beginner design students, it also introduces the students to the skills required for the study of architecture. These skills include the ability to make physical their conceptual ideas and topics, and to make graphic, oral, and written representation of these design ideas.

## ARH 1000 - Art Appreciation

**3 credits**
This introductory course in art history is designed for the non-art major for the purpose of giving an understanding to the world of visual arts. Emphasis is on the analysis of formal aspects such as composition, form, space, medium, and technique as well as the social, political, and economic contexts of artists and their art-making processes. Classes are visually intensive and include viewing art work in the Bob Rauschenberg Gallery (on Lee campus), slides, short videos, CD-ROMs and DVDs.

## ARH 1050 - History of Art I- (I)

**3 credits**
A survey of the visual arts (painting, sculpture, architecture) from prehistoric times to the European Renaissance.

(I) International or diversity focus

## ARH 1051 - History of Art II- (I)

**3 credits**
This course is a survey of the visual arts (painting, sculpture, architecture) from the early European Renaissance to the present.

(I) International or diversity focus

## ART 1201C - Basic Design

**4 credits**
This studio course is a study of basic principles, materials and processes of two-dimensional design and its application to visual communication design. Through a series of interdisciplinary assignments, students develop a heightened awareness and sensitivity to the visual elements of design, increasing their confidence and creating two-dimensional images. Theoretical, practical, and visual aspects of the design process will be examined, and all assignments will stress both experimental and creative approaches to art and design.

## ART 1203C - Three-Dimensional Design (Sculpture)

**4 credits**
**Prerequisites:** *ART 1201C  Basic Design*
This course is an introduction to concepts, tools, and materials relative to sculptural form and expression.

## ART 1300C - Drawing I

**4 credits**
This course is a practical inquiry into the processes and potentialities of drawing through the investigation of elements, media, materials and concepts.

## ART 1301C - Drawing II

**4 credits**
**Prerequisites:** ART 1300C**, or permission of the instructor**
This course is a continuation of the experiences encountered in Drawing I with more complex problems and options.

## ART 1330C - Figure Drawing

**4 credits**
**Prerequisites:** ART 1301C **with a grade of "C" or higher, or permission from instructor**
The purpose of this course is to help students obtain the skill of drawing the human form, including anatomy, observation, and fundamental exercise in gesture, contour, outline, and tonal modeling. Emphasis is on rendering, mood, expressions, and skeletal and muscular structure.

## ART 1949 - Art Internship I

**3 credits**
**Prerequisites: 6 credit hours of discipline specific coursework (courses in the 1000 or 2000 levels with prefixes of ARH, ART, or PGY), each completed with a grade of "C" or higher; 15 completed program hours (in AA General Education) or permission of Dean**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

## ART 2012C - Media Exploration

**4 credits**

**Prerequisites:** ART 1301C **or** ART 2501C**- with a grade of "C" or higher; or permission from instructor**
This course is intended to develop students' abilities to conceptualize and choose the appropriate materials that will most effectively communicate their ideas. In using a variety of traditional and non-traditional materials, students will develop their own aesthetic and a strong critical vocabulary. Students will primarily explore their voices through the use of avant-garde means: installations, performance, video, or any combination. A collaborative project is required.

## ART 2205C - Color Theory

**4 credits**
This class explores the basic principles of using color in the visual arts. Projects include familiarization with colors, color and value balance, color as expression, color as impression, color squares, color as construction, warm-cold colors, and the interaction of colors. The course also examines the science of color.

## ART 2500C - Painting I

**4 credits**
**Prerequisites:** ART 1201C **and** ART 1300C**, or permission of instructor**
ART 2500C is a studio course in visual problem-solving through experience with materials and concepts common to easel painting.

## ART 2501C - Painting II

**4 credits**
**Prerequisites:** ART 2500C**, or permission of instructor**
This course is a continuation of Painting I with emphasis on individual experimentation.

## ART 2527C - Abstract Painting

**4 credits**
**Prerequisites:** ART 2500C **and** ART 2501C**, with a grade of "C" or higher**
By focusing on studio projects and assignments that develop a non-objective approach to color, line and form, this course explores the historical sources of the abstract painting tradition, including both Modern and Postmodern variations through oil painting.

## ART 2750C - Ceramics I

**4 credits**

This is an introductory course that encompasses the basic ceramics process, instruction in clay mixing, forming (pinch, coil, slab, and wheel), decorating, glazing, kiln loading and firing.

## ART 2751C - Ceramics II

**4 credits**
**Prerequisites:** ART 2750C **with a grade of "C" or higher; or permission of the instructor**
This course is a continuing study in designing ceramic objects as well as in the making of clay, forming (pinch, coil, slab, and wheel), decorating, glazing, kiln loading, and firing, with an added emphasis on individual artistic expression.

## ART 2949 - Art Internship II

**3 credits**
**Prerequisites:** ART 1949 **with a grade of "C" or higher**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers/volunteer organizations. This course requires verified work hours and a written summary report at the end of the work experience.

## AST 2002C - Astronomy

**4 credits**
**Prerequisites:** *(SB 1720 testing exemption or successful completion of all Developmental courses) and MAT 1033 or higher with a grade of "C" or better*
This course provides a survey of astronomy as a quantitative observational science. It is designed to provide an introduction to the night sky, astronomical tools and methods, the historical development of our understanding of the universe, the solar system, stellar properties, the lives and deaths of stars, galaxies and cosmology.

## AST 2003C - Astronomy: The Solar System

**4 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses) and** MAT 1033 **or higher with a grade of "C" or better**
This course provides a survey of astronomy as a quantitative observational science. It is designed to provide an introduction to the night sky, astronomical tools and methods, the historical development of our understanding of the universe, and the solar system. AST 2003C and AST 2004C may be taken in any order.

## AST 2004C - Astronomy: Stars, Galaxies, and Cosmology

**4 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses) and** MAT 1033 **or higher with a grade of "C" or better**
This course provides a survey of astronomy as a quantitative observational science. It is designed to provide an introduction to star formation, stellar properties, the lives and deaths of stars, galaxies and cosmology. AST 2003C and AST 2004C may be taken in any order.

## AVM 2120 - Air Cargo Operations

**3 credits**
Air cargo operations are a major segment of intermodal freight transportation industry. This course is designed to cover all aspects of air cargo handling, security, scheduling, processing hazardous material, and examines the impact of air cargo on industry and the economy.

## BCN 1040 - Introduction to Sustainability in Construction

**3 credits**
This course is an introduction to the topic sustainability and green construction. The purpose of this course is to give the student an overview of design and construction delivery systems for high performance green buildings.

## BCN 1230C - Materials and Methods of Construction

**3 credits**
This course is an introduction to materials and methods used in wood frame, masonry, concrete, and steel construction. Laboratory work will consist of ―hands on‖ experience and field trips to construction sites.

## BCN 1272 - Blueprint Reading

**3 credits**
This course is an introduction to the reading and interpretation of architectural working drawings. Topics include the history of recorded drawings; architectural and structural details; materials; structural, mechanical, and electrical systems; and related building code requirements. Emphasis is on residential plans.

## BCN 2710 - Construction Procedures

**4 credits**

This course presents practices and problems related to construction, such as building codes and regulations, construction materials, construction methods, elementary structural design, surveys and real estate.

## BCT 1760 - Building Codes

**2 credits**
An introduction to the building codes and local zoning codes which are laws governing the construction of buildings. Other documents are discussed including: National Electric Code, Life Safety Code, and state building codes. In addition, testing agencies, accessibility, and governmental agencies which impact the construction industry will be discussed.

## BCT 1773 - Building Construction Estimating, Scheduling and Cost Control

**4 credits**
**Prerequisites:** BCN 1272
This course introduces the student to techniques used to estimate the cost of structures, schedule labor and materials, and to analyze actual and estimated costs of construction to facilitate efficient management and administration.

## BCT 2708 - Advanced Construction Project Management

**3 credits**
Students will be expected to have a working knowledge of computers, Internet access, and a current e-mail address. This course is an in-depth look at the challenges of coordinating and managing large-scale construction projects. Major topics include construction participants, contracts, pre-construction planning, bidding, negotiating, inspections, codes, safety, project closeout, and conflict resolution. Emphasis will be on the use of computer technology as a tool in the management process.

## BCT 2730 - Construction Management

**3 credits**
This course will introduce basic legal skills and knowledge needed to run a light construction office. Emphasis is on business organization, the Florida Mechanics' Lien Law, Workers' Compensation, liability insurance, Florida Construction Licensing Laws, and State and Federal tax reporting requirements. Direct and indirect costs of a small business are identified and explored. The student will also study questions similar to those found on the Florida State Certification Exam.

## BSC 1005C - General Biology

**4 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses.**

This is a biological science survey course with combined lab. This course is intended as a general biology class for students who do not necessarily wish to pursue a career in science. Topics included are chemistry for biological sciences, biology of the cell, heredity, evolution, phylogenic classification, and ecology. The course emphasizes major biological concepts, principles and processes.

## BSC 1010 - Biological Science I

**3 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses) and (BSC 1005 or BSC 1005C or 1 credit of high school biology) with a "C" or better**
**Corequisites:** BSC 1010L
This introduction to cell biology is designed to meet entrance requirements for upper division majors in biology, psychology, or other pre-professional programs. The course addresses and integrates concepts associated with the basic physical and chemical properties of living matter as they relate to the structure and function of the cell, cell reproduction, Mendelian and molecular genetics (DNA replication and gene expression), energy metabolism, metabolic control systems and cell-to-cell communication systems.

## BSC 1010L - Biological Science I Laboratory

**1 credit**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses) and (BSC 1005 or BSC 1005C or 1 credit of high school biology) with a "C" or better**
**Corequisites:** BSC 1010
**Recommended:** CHM 2032 **or higher**
This laboratory, which accompanies BSC 1010, emphasizes the development of scientific reasoning, formulation of problem statements, and development of investigational techniques and data collection skills used to evaluate scientific hypotheses. Hands-on exercises and instrumental techniques common to studies of cell biology are employed to study topics introduced in BSC 1010.

## BSC 1011 - Biological Science II

**3 credits**
**Prerequisites:** {BSC 1010 **and** BSC 1010L} **with a grade of "C" or higher**
**Corequisites:** BSC 1011L
This course builds on the cell biology presented in BSC 1010 and examines the mechanisms of genetic change in populations, the adaptation of living things to their environment, the concept of niche and the processes leading to biodiversity, population growth and regulation, energy flow and biogeochemical cycling in the biosphere, and interactions of creatures with the living and non-living components of their ecosystems.

## BSC 1011L - Biological Science II Laboratory

**1 credit**
**Prerequisites:** {BSC 1010 **and** BSC 1010L} **with a grade of "C" or higher**
**Corequisites:** BSC 1011
Hands-on exercises employing instrumental and field study techniques common to organism-level biological studies are introduced to examine topics in BSC 1011. Laboratory exercises may include activities both on and off campus.

## BSC 1050C - Environmental Biology: Our Global Environment

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
This class, designed for non-science majors, approaches topics in environmental science by studying the impact of humans. Contemporary ecological issues are explored in relation to problems of local, regional, national, and global concerns. The format of the class involves combined lecture, lab, and field trip activities including discussions of local problems, as well as national and global issues.

## BSC 1051C - Environmental Biology: Southwest Florida Ecosystems

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
This class, designed for non-science majors, studies the natural processes, field study methods, and the identification of biotic and abiotic components of the major ecosystems of Southwest Florida. The format of the class involves combined lecture, lab and field trip activities.

## BSC 1084C - Anatomy and Physiology

**4 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
This is a one semester combined lecture/lab course in human anatomy and physiology. It includes principles and concepts of chemistry and biochemistry. Concepts related to the cell and tissues are covered in conjunction with concepts related to the structure and function of the body systems. Each system is presented in sufficient depth to provide students with a comprehensive understanding of the human body. This course is an introduction to anatomy and physiology, chemistry, the cell, tissues, and the following systems: integumentary, skeletal, muscular, nervous, endocrine, cardiovascular, lymphatic, immune, respiratory, digestive, urinary, and reproductive. This course cannot be used as a substitute for any other anatomy and physiology course at this institution.

## BSC 1093C - Anatomy and Physiology I

**4 credits**
**Prerequisites: Minimum grade of "C" in (**BSC 1010 **and** BSC 1010L**) or testing (CLEP test for Biology)**

This is an advanced combined lecture/lab course designed for students in the health-related and biological fields. It covers introduction to anatomy and physiology, homeostasis, tissues, and the following body systems: integumentary, skeletal, muscular, nervous, and special senses. The course will expand upon previous biological concepts studied including: inorganic and organic chemistry, biochemistry, cell structure and function, and metabolism.

## BSC 1094C - Anatomy and Physiology II

**4 credits**
**Prerequisites: Minimum grade of "C" in** BSC 1093C
This is a combined lecture/lab course format designed to be the sequel to BSC 1093C. This course examines how the body's organ systems work together to maintain homeostasis. The following topics are covered: endocrine system cardiovascular system, lymphatic and immune systems, respiratory system, digestive system, nutrition, urinary system, fluids, electrolytes, and acid-base balance, reproduction, growth and development.

## BSC 2008C - The Biology of Behavior

**3 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses) and (**BSC 1005, BSC 1005C **or high school biology) with a grade of "C" or better**
This course is an overview of the human position in relationship to other animals. It uses a brief introduction of Mendelian genetics as a foundation for covering the process of evolution, sexual vs. asexual reproduction, animal behavior, and human behavior and reproduction. Topics include examples of evolution on Earth today and the science behind our understanding of how organisms have evolved through geologic time. The course culminates in how and why organisms survive and reproduce in their environment, followed by how humans fit many of the same patterns of behavior.

## BUL 2241 - Business Law

**3 credits**
This course is designed to develop the student's understanding of the law as a social force which directs and guides both business and the consumer. Major emphasis will be law as it pertains to torts, governmental regulation, consumer protection, contracts, negotiable instruments, secured transactions, bankruptcy, employment law and other related topics.

## CCJ 1010 - Introduction to Criminology

**3 credits**
In this course the student will be introduced to the theory of deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal responses.

## CCJ 1020 - Introduction to Criminal Justice

**3 credits**
In this course, the components and processes of the criminal justice system will be presented. Topics include history, structure, functions, and philosophy of the criminal justice system and its relationship to life in our society. Upon completion, students will be able to define and describe major components of the system and how they interact and relate to each other.

## CCJ 2930 - Selected Topics in Criminal Justice

**1-3 credits**
This course is intended to explore a wide range of varying topics in criminal justice and to provide students with an increased understanding of the legal and ethical implications of the subject at hand. Topics to be offered will provide a broad range of specialized subject matter and will be selected in areas of current interest or in highly focused areas within the field of criminal justice. Topics may vary from one semester to another. Topics will be offered as one, two, or three credits and can be combined with other topics for up to three hours of elective credit.

## CGS 1000 - Computer Literacy

**3 credits**
This course introduces students to computers, the Internet, and common software applications. Students gain knowledge about computer hardware, software, the Internet, networking, and security of these systems. Students explore current operating systems, browsers, and email. Students are introduced to productivity applications such as word processing, presentations, spreadsheets, and database management. Students examine programming concepts and flowcharts; file management and file sharing within cloud systems are utilized for course activities.

## CGS 1100 - Computer Applications for Business

**3 credits**
This course provides beginning level learning in the use of current computer applications used in the business world. Students use word processing, spreadsheets, database application, and presentation software.

## CGS 2108 - Computer Applications with Flowcharting

**3 credits**
This course covers personal computer applications for the Windows environment such as word processing, electronic spreadsheets, presentation software, database activities, flowcharting, and advanced file management. This course is intended for students in the AS Computer Programming  and Analysis and/or AS Network Systems Technology degrees and/or the related computer science College Credit Certificates.

## CGS 2135 - Introduction to Computer Forensics

**3 credits**
**Prerequisites:** (CNT 1000 and CGS 2260 ) **or** (CTS 1131 and CTS 1133 )
This hands-on introductory course provides students with the knowledge and skills necessary to begin a computer-based investigation. The course begins with an overview of computer forensics and then proceeds to introduce forensics tools, concepts, and documentation of evidence/procedures. The course uses common and accepted Incident Response Policies and Procedures for previewing and securing digital evidence. Topics include: the basics of computer evidence and basic forensic methodology.

## CGS 2260 - Computer Hardware and Software Maintenance

**3 credits**
**Prerequisites:** CGS 1000 **or CGS 1077 (CLEP credits)**
This course is designed to provide the student with a basic understanding of computer hardware and software and the interrelationship between the two. Students take a hands-on approach working with different hardware components such as hard drives, processors, and memory chips that are essential to the operation of a personal computer. Students install software such as operating systems, updates, and device drivers, and troubleshoot hardware and software conflicts.

## CGS 2511 - Advanced Spreadsheet Computing

**3 credits**
**Prerequisites: CGS 1100 or CGS 2108**
This course utilizes a spreadsheet application to explore advanced spreadsheet concepts. The student uses spreadsheet software to analyze and evaluate data using formulas and functions, graphs, database capabilities, external data, and macros. Emphasis is placed on the student's completion of class projects in an area such as accounting and finance.

## CHD 1120 - Infant/Toddler Development

**3 credits**
Students in this course will explore the physical, cognitive, language, motor, and social-emotional development of children from birth through age two and the importance of nurturing adult-child relationships.

## CHD 1134 - Management of Early Childhood Learning

**3 credits**
This course focuses on optimal coordination of home and child-rearing practices and expectations at a childcare facility. Carrying

out supplementary responsibilities related to children's programs will be stressed. This course is designed primarily for those seeking a Child Development Associate (CDA) credential or other childcare training.

## CHD 1135 - Understanding Young Children

**3 credits**
This course focuses on building positive self-concept and individual strengths in young children. This course is designed primarily for those persons seeking a Child Development Associate (CDA) credential or other child care training.

## CHD 1220 - Introduction to Child Development

**3 credits**
Students in this course will examine theoretical perspectives of human growth and development from prenatal through age eight. Specific attention will be given to the influence of the family and the environment on the developing child.

## CHD 1332 - Creative Experiences for the Young Child

**3 credits**
Students in this course will participate in an in-depth study of the creative activities that support the growth of both typically developing and atypically developing young children in language arts, math, science, social studies, art, music and movement.

## CHD 2324 - Early Childhood Language Arts and Reading

**3 credits**
Students in this course will study language and literacy development and the connections between listening, speaking, writing, and reading. The role of the adult in creating developmentally appropriate activities and environments for fostering emergent literacy will be explored.

## CHM 1020C - Chemistry for a Sustainable Future

**4 credits**
**Prerequisites: SB1720 Testing Exemption or successful completion of all Developmental courses**
This introductory chemistry course for non-science majors presents the general principles and concepts of chemistry, and explores its relevance in contemporary society. The course examines the role of chemistry in consumer products, food, medicine, materials /energy resources, and the environment.

## CHM 2025 - Introduction to College Chemistry

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
**Corequisites:** CHM 2025L
This one-semester course is designed to prepare students planning to enter the CHM 2045/CHM 2046 sequence. Topics to be covered include matter, energy, measurements, problem solving techniques, the atom, the Periodic Table, chemical bonding, chemical formulas, chemical reactions, stoichiometry, gases, liquids, solutions, acids and bases, equilibrium, kinetics and thermodynamics.

## CHM 2025L - Introduction to College Chemistry Laboratory

**1 credit**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
**Corequisites:** CHM 2025
This laboratory course begins by emphasizing the appropriate use of units and mathematical techniques important to chemistry, science, and health disciplines in general. An introduction to chemistry laboratory sampling and measurement techniques is included in the second half of the course. Stoichiometric calculations supplement work done in CHM 2025. Selected aspects of inorganic nomenclature are included.

## CHM 2032 - General Chemistry for the Health Sciences

**3 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses) and** MAT 1033 **or higher with a minimum grade of "C"**
**Corequisites:** CHM 2032L
This one-semester course is designed for those allied health students needing a chemistry prerequisite. Topics to be covered include matter, energy, measurements, the atom, the Periodic Table, chemical bonding, formulas, reactions and stoichiometry. Gases, liquids, solutions, acids and bases will be covered. Nuclear chemistry including radiation types and effects and the basics of organic and biochemistry will also be covered.

## CHM 2032L - General Chemistry for the Health Sciences Lab

**1 credit**
**Prerequisites: P (SB 1720 Testing Exemption or successful completion of all Developmental courses) and** MAT 1033 **or higher with a minimum grade of "C"**
**Corequisites:** CHM 2032
This laboratory/recitation course for health science and nursing majors develops laboratory skills and problem solving skills for chemistry and scientific measurements. The laboratory experiments are meant to reinforce the topics covered in the lecture (CHM 2032).

## CHM 2045 - General Chemistry I

**3 credits**
**Prerequisites:** {CHM 2025 **and** CHM CHM 2025L **with a grade of "C" or better in each course} or** {CHM 2032 **and** CHM CHM 2032L **with a grade of "C" or better in each course} or Chemistry Department Test**
**Corequisites:** CHM 2045L
This course is the first half of a two-semester general chemistry sequence. It deals in depth with the topics of matter, chemical measurement, stoichiometry, atomic theory, bonding, molecular geometry, gases, liquids, solids and properties of solutions.

## CHM 2045L - General Chemistry I Laboratory

**1 credit**
**Prerequisites: {CHM 2025 and** CHM 2025L **with a grade of "C" or better in each course} or** {CHM 2032 **and** CHM 2032L **with a grade of "C" or better in each course} or Chemistry Department Test**
**Corequisites:** CHM 2045
This general chemistry laboratory emphasizes safety, chemical measurement techniques, stoichiometry, molar mass determination, molecular structure and spectrophotometric measurements.

## CHM 2046 - General Chemistry II

**3 credits**
**Prerequisites:** CHM 2045 **and** CHM 2045L **with a grade of "C" or better in each course**
**Corequisites:** CHM 2046L
This course is the second part of the two-semester general chemistry sequence. It covers thermodynamics, equilibrium, kinetics, oxidation-reduction and electrochemistry.

## CHM 2046L - General Chemistry II Laboratory

**1 credit**
**Prerequisites:** CHM 2045 **and** CHM 2045L **with a grade of "C" or better in each course**
**Corequisites:** CHM 2046
This laboratory course emphasizes thermodynamics, kinetics, equilibrium, acid-base reactions, and electrochemistry through appropriate laboratory-based investigations. Data collection, analysis, and presentation techniques employing graphing calculators, computers, and spectrophotometers are important features of this laboratory.

## CHM 2210 - Organic Chemistry I

**4 credits**
**Prerequisites:** CHM 2045/CHM 2045L **and** CHM 2046/CHM 2046L **with a grade of "C" or better in each course**

**Corequisites:** CHM 2210L
This course is the first part of a two-semester sequence in organic chemistry designed for students entering professional fields that require this sequence, such as medicine, pharmacy, veterinary and dental programs, and other physical science areas. The course covers the study of hydrocarbon compounds and their halogen derivatives. Topics include ways by which these compounds are synthesized, how they are used synthetically, how they are named, mechanisms by which they undergo change, and stereochemical considerations.

## CHM 2210L - Organic Chemistry I Laboratory

**1 credit**
**Prerequisites:** CHM 2045/CHM 2045L **and** CHM 2046/CHM 2046L **with a grade of "C" or better in each course**
**Corequisites:** CHM 2210
This lab course accompanies CHM 2210 and is the first part of a two-semester lab sequence in organic chemistry. It emphasizes microscale and macroscale laboratory techniques associated with synthesis, isolation, purification, and identification of organic compounds. Specific techniques include thin layer chromatography, spectral analysis, solvent extraction, isolation, identification, reflux condensation, recrystallization, filtration, and/or synthesis.

## CHM 2211 - Organic Chemistry II

**4 credits**
**Prerequisites:** CHM 2210 **and** CHM 2210L **with a grade of "C" or better**
**Corequisites:** CHM 2211L
This is the second part of the two-semester organic sequence. It focuses on the remaining thirteen organic functional groups; that is, those comprised not only of the elements carbon and hydrogen, but also oxygen and nitrogen. Topics covered include ways by which these groups are synthesized, how they are used synthetically, how they are named, and mechanisms by which they undergo chemical change.

## CHM 2211L - Organic Chemistry II Laboratory

**1 credit**
**Prerequisites:** CHM 2210 **and** CHM 2210L **with a grade of "C" or better**
**Corequisites:** CHM 2211
This lab course is the second part of a two-semester organic chemistry lab sequence. Students will synthesize both macro and micro-scale samples of the organic functional groups they are learning about in the lecture component of this course.

## CIS 2321 - Systems Analysis and Design

**3 credits**
**Prerequisites: CGS 1100 or CGS 2108 , CNT 1000, and COP 1000**
This course introduces the analysis, design, implementation, and control of information systems. Students study the system

development lifecycle in depth. The course includes topics on methods of information storage and retrieval, forms design and control, system testing and security, and the software systems development process. Topics examined include cost/benefit analysis, software design and development, and data security.

## CJC 1000 - Introduction to Corrections

**3 credits**
This course is a comprehensive view of historical and philosophical treatment programs and developments in the field of juvenile and adult corrections. Emphasis is placed on understanding the offender in the correctional system, with an examination of the correctional client, the non-institutional correctional system, agencies and recidivism.

## CJE 1300 - Police Organization and Administration

**3 credits**
This course examines the principles of organization and administration in law enforcement functions and activities, including planning and research, public relations, personnel and training, inspection and control, and policy formation.

## CJE 1640 - Introduction to Crime Scene Technology

**3 credits**
This course is a study of the basic scientific techniques used in criminal investigation with special emphasis on the role of the evidence technician in solving crimes. While the more comprehensive facilities of a criminal laboratory are explored, major attention will be focused on the more limited portable devices available to a small enforcement unit. Pertinent criminal law and Supreme Court interpretations are covered as background materials for the consideration of types of physical evidence.

## CJE 2600 - Criminal Investigation Techniques

**3 credits**
This course presents criminal investigation procedures including theory of investigation, case preparation, specific techniques for selected offenses, questioning of witnesses and suspects, and problems in criminal investigation.

## CJE 2602 - Computerized Crime Scene Graphic Imaging and Documentation

**3 credits**
**Prerequisites:** CJE 1640 **and** CJE 2600**, both with a minimum grade of "C"**
This course introduces students to FARO Focus3D, advanced, 3-dimensional crime scene scanning and laser imaging hardware/software. This technology is currently being adopted by federal, state, and local law enforcement and investigative

agencies to enable dimensionally accurate, 360 degree, computer generated graphic images for use in measurements, analyses, and reconstructions of crime and/or accident scenes and to aid in more accurate and compelling courtroom presentation. Students assemble, calibrate, and operate the technology through various indoor and outdoor crime scene scenarios and generate measurements, analyses, and reports concerning those scenes.

## CJE 2643C - Advanced Crime Scene Technology

**4 credits**
**Prerequisites:** CJE 1640**,** CJE 2671**,** CJE 2770C**,** CJE 2670
Advanced principles and theories in the field of Crime Scene Technology are explored. Methods used in the identification, documentation, and preservation of physical evidence are applied in a scenario-based crime and courtroom environment. Data analysis, reporting, and the development of a plan of action are emphasized. Students will explore various local criminal justice facilities and may be required to complete up to 16 hours of observation at a law enforcement agency.

## CJE 2649 - Forensic Death Investigation

**3 credits**
**Prerequisites:** CJE 1640 **and** CJE 2670
This course examines the legal/medical investigation of death. Topics include the pathology of trauma, forensic issues relating to the investigation of death, and evidentiary factors distinguishing homicide from accidental, natural, or traumatic death. Class discussions will examine the cause, type and manner of death.

## CJE 2670 - Introduction to Forensic Science

**3 credits**
This course covers advanced principles and theories in Crime Scene Technology. The course studies methods used in the identification, documentation, and preservation of physical evidence; the forensic value, handling, preservation, data analysis, reporting and plan of action development; testing and documentation of biological evidence; and potential health and safety hazards encountered at a crime scene. Emergency procedures as well as state and federal regulations are included.

## CJE 2671 - Latent Fingerprint Development

**3 credits**
**Prerequisites:** CJE 1640
This course emphasizes the techniques involved in detection, enhancement, and recovery of latent fingerprints from physical evidence. Chemical and mechanical methods and surfaces will be analyzed and evaluated for proper application in both theory and practice.

## CJE 2677 - Modern Fingerprint Technology

**3 credits**
**Prerequisites:** CJE 2671 **with a minimum grade of "C"**
This course employs the most up to date technology in use by law enforcement and investigative agencies and forensic scientists for the advanced collection, cataloging, searching, comparison, and identification of latent fingerprints. The automated fingerprint identification system software creates and stores a database of fingerprints and their unique characteristics and allows students to search, retrieve, and match them. Students also generate reports indicating the quality of the matching elements and the degree of certainty of those matches. Students use the technology to learn to improve the quality of investigative outcomes and courtroom testimony involving latent fingerprints.

## CJE 2711 - Criminal Justice Capstone

**3 credits**
**Prerequisites:** *Students must have completed 36 credits of BUL, CCJ, CJC, CJE, CJJ, CJL, DSC, PAD, PLA, PSE and ENC 1102 .*
This course is designed to be taken in the last term of the student's degree program. The student will write about the latest issues pertaining to nine core topics covered of the Criminal Justice System. The student will bring together knowledge learned in nine core courses of the Criminal Justice Program and discuss how this knowledge is applicable to present day methods and court decisions. The student will accomplish this by an analysis of the latest methods and court decisions applicable to the Criminal Justice Field. The course includes a comprehensive exit exam.

## CJE 2770C - Crime Scene Photography

**3 credits**
**Prerequisites:** CJE 1640
This course includes basic crime scene photography skills, including camera operation and exposure control, proficiency in relational photos, and flash control for crime scene and evidentiary documentation. Study includes special light sources, filters, specialized equipment, digital cameras, computer software and hand held camcorders.

## CJJ 2002 - Juvenile Delinquency

**3 credits**
In this course, the student will become acquainted with the history, problems, and issues pertaining to the juvenile offender. Students will analyze methods of prevention and correctional treatment; the degree of success of diversion programs; the role of police, courts, and corrections in handling the offender; and their impact on prevention and rehabilitation.

## CJL 2100 - Criminal Law

**3 credits**
This course explores the nature, sources, and types of criminal law, including the classification and analysis of crimes and criminal acts in general, as well as examination of selected criminal offenses.

## CJL 2130 - Criminal Procedure and Evidence

**3 credits**
This course presents the principles, duties, and mechanics of criminal procedure as applied to important areas of arrest, force, and search and seizure. Study and evaluation of evidence and proof, kinds, degrees, admissibility, competence and weight are also presented. Rules of evidence and procedure at the operational level in law enforcement are covered.

## CJL 2610 - Courtroom Presentation of Scientific Evidence

**3 credits**
**Prerequisites:** CJE 2600**,** CJE 2670**,** CJE 2770C**,** CJE 2671
This course covers dress, grooming, speaking, listening, and stress control during courtroom proceedings. Visual aid preparation and presentations of all evidence (commonly referred to as ―scientific evidence‖) collected at the crime scene are also included. Mock trial exercises will be used.

## CLP 1001 - Personal and Social Adjustment

**3 credits**
This course covers practical psychology for coping with everyday life. The course deals with psychological principles of adjustment, emotional functioning, effective relationships and personal happiness.

## CLP 1930 - Seminar Personal Adjustment

**1 credit**
Special Topics Seminar Individual Adjustment

## CNT 1000 - Computer Networking Essentials

**3 credits**
**Prerequisites:** CGS 1000**, or CGS 1077 (CLEP credits), or** CTS 1133
This course provides students with a detailed overview of networking technologies, OSI reference model, TCP/IP protocol stack,

LAN/WAN/wireless technologies, 802.xx IEEE standards, network security, and troubleshooting procedures. Students who successfully complete this course are prepared to take foundational industry certifications.

## CNT 1512 - Wireless Network Administration

**3 credits**
**Prerequisites:** CNT 1000 **with a grade of "C" or better**
In this course students take a hands-on approach to planning, designing, installing, and configuring wireless Local Area Networks (LANs) including extensive step-by-step coverage of IEEE 802. Wireless network implementation, design, security, and troubleshooting are examined using industry standard practices adopted by multiple wireless LAN vendors.

## CNT 1949 - Networking Internship I

**3 credits**
**Prerequisites: CNT 1000 and (CGS 2260** or **both CTS 1131** and **CTS 1133 ), all with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their Networking program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course is designed to provide students with basic networking technology work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## CNT 2949 - Networking Internship II

**3 credits**
**Prerequisites:** CNT 1949 **and (**CTS 2334 **or** CTS 2321**), both with a grade of "B" or higher, 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their Networking program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course builds upon the experience learned in CNT 1949; it is designed to provide students with advanced networking technology work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## COM 2460 - Introduction to Intercultural Communication – (I)

**3 credits**
This course is designed to answer the following question: How can an understanding of a diverse society help me become a more effective communicator? The course will look at our communicative interaction with different cultures for the purposes of sharing information, ideas and perspectives with the goal of understanding and appreciating differences. Students will examine the fundamental concepts of the communication process, self-awareness and audience-centered communication. Furthermore, students will gain a greater understanding of listening skills, channels of communication, and how to foster appropriate feedback as it relates to the ways culture affects communication. This course is an introduction to intercultural communication. It provides an overview to the unique relationship between communication and culture.

(I) International or Diversity focus

## COP 1000 - Introduction to Computer Programming

**3 credits**
This course is an overview of computer programming fundamentals involving problem solving, algorithm development, and program creation.

## COP 1170 - Visual Basic Programming I

**3 credits**
**Prerequisites:** COP 1000
This course teaches software development fundamentals in the Visual Basic programming language using a hands-on approach. Familiarity with basic programming concepts is required but experience with the specific language is not assumed.

## COP 1224 - Programming with C++

**3 credits**
**Prerequisites:** COP 1000
This course teaches software development fundamentals in the C++ programming language using a hands-on approach. Familiarity with basic programming concepts is required but experience with the specific language is not assumed.

## COP 1822 - Internet Programming HTML

**3 credits**
**Prerequisites: COP 1000**
This course introduces students to the Hypertext Markup Language (HTML). Students create Web pages using HTML.

## COP 1949 - Computer Programming Internship I

**3 credits**
**Prerequisites:** COP 1000**, and an additional 3 credits of COP prefix coursework, both with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their AS, Computer Programming and Analysis degree program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course is designed to provide students with basic computer programming work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## COP 2171 - Visual Basic Programming II

**3 credits**
**Prerequisites:** COP 1170
This course teaches Windows development fundamentals using the Visual Basic programming language. More advanced features of the language are used to create complex applications that utilize graphic user interfaces, databases, multithreading, Internet communications and multimedia.

## COP 2228 - Advanced Programming with C++

**3 credits**
**Prerequisites:** COP 1224
This course explores the advanced functions of programming using C++ programming language. Students cover advanced topics including trees, linked lists, interrupts, windows, and object oriented programming.

## COP 2360 - C# Programming I

**3 credits**
**Prerequisites:** COP 1000
This course teaches software development fundamentals in the C# programming language using a hands-on approach. Familiarity with basic programming concepts is required but experience with the specific language is not assumed.

## COP 2362 - C# Programming II

**3 credits**
**Prerequisites:** COP 2360
This course teaches Windows development fundamentals using the C# programming language. More advanced features of the language are used to create complex applications that utilize graphic user interfaces, databases, multithreading, Internet communications and multimedia.

## COP 2700 - Database Programming

**3 credits**
**Prerequisites:** COP 1822
This class covers the concepts of relational databases and the industry standard SQL language. Students will create and maintain database objects and be able to store, retrieve, and manipulate data. Students will write SQL scripts. Students will use an additional programming language to apply the SQL concepts in a computer application.

## COP 2800 - Java Programming

**3 credits**
**Prerequisites:** COP 1000**, or equivalent proficiency**
This course introduces students to the Java programming language. Students create Java applications using object-oriented techniques as well as Java applets for Internet programming.

## COP 2823 - Advanced Microsoft Web Development

**3 credits**
**Prerequisites:** COP 1822**, and** COP 1170 **or** COP 2360
This course covers web development using Visual Studio with the Visual Basic or Visual C# language. Graphics design for the web is discussed with focus on effective web page design, including graphics and images, text design, mapping, animations, sound, video, imagemaps, tables, scripts and forms.

## COP 2830 - Internet Programming HTML II

**3 credits**
**Prerequisites:** COP 1822
This course covers intermediate HTML and Internet programming topics such as form processing, advanced CSS styling, JavaScript, and multimedia. Practical skills in demand by businesses, such as adapting sites for mobile devices, search engine optimization, and web site deployment, are also covered.

## COP 2949 - Computer Programming Internship II

**3 credits**
**Prerequisites:** COP 1949 **and (**COP 2800 **or** COP 2823**), both with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean Recommended: It is recommended that students take this course near the end of their AS, Computer Programming and Analysis degree program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course builds upon the experience learned in COP 1949; it is designed to provide students with advanced computer programming work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## CPO 2001 - Comparative Politics

**3 credits**
This course is designed to provide comparison of global political systems, especially cross-national, according to institutional and developmental characteristics. The course orients the student to the underlying causes and costs of regional political stability and instability. Comparison will relate to contemporary political institutions, political culture, political behavior, processes and political economy.

## CRW 2001 - Creative Writing I

**3 credits**
**Prerequisites:** ENC 1101
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
This course is designed to develop and enhance a student's ability to use conventional techniques of imaginative writing. Emphasis is placed on creation of character, setting, and narrative structure. Analysis and evaluation of student writing is offered throughout the course. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## CRW 2002 - Creative Writing II

**3 credits**
**Prerequisites:** ENC 1101 **and** CRW 2001
**Required: Writing intensive-minimum of 4,000 words of instructor-evaluated writing per student**
This course is for students who have successfully completed CRW 2001 and wish advanced study in the writing of fiction, poetry, or drama with intensive critical review on a major project, to experience writing for and leading workshops, performing and critiquing readings, as well as comparative study of literature. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the

duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## CTS 1131 - Computer Hardware

**3 credits**
**Prerequisites:** CTS 1133
This course will provide students with an in-depth hands-on overview of computer hardware including processors, memory, motherboards, storage systems, and peripherals. Students completing this course will be prepared to take the Comptia A+ certification exams.

## CTS 1133 - Computer Software

**3 credits**
This course will provide students with the theoretical and practical knowledge necessary to install, configure and troubleshoot Windows Operating Systems. Topics include, Windows installation, Windows maintenance, Windows optimization, Application support, configuring networking and applying security.

## CTS 2120 - Computer and Network Security (Security+)

**3 credits**
**Prerequisites: Any CTS 2XXX**
This course is designed to provide a student with a broad-based knowledge of network security and to prepare him/her for further study in specialized security fields. This course also prepares the student for appropriate standard industry certification exams.

## CTS 2142 - Introduction to Project Management

**3 credits**
An introduction to the techniques, skills and tools required to ensure the success of information technology projects. This course covers the skills to complete projects on time and within budget and the entire project life cycle from initiation and planning through execution, acceptance, support and closure.

## CTS 2306 - Configuring Windows

**3 credits**
**Prerequisites:** CTS 1133
This course emphasizes Windows installation, configuration and maintenance on desktop workstations. Topics include: data

migration, application support, hardware configuration, access control, system security, virtualization, backup and recovery operations.

## CTS 2321 - Linux Internet Servers

**3 credits**
**Prerequisites:** CNT 1000 **and** COP 1000
Internet services and technologies are examined as implemented on the Network Operating System (NOS) of Linux. Students are guided through the basics of the network operating system, installation of system software and applications software, and tools for network and system administration. Internet technologies including Domain Name Service, CGI bins for WWW servers and virtual web hosting are explored. Students will install and configure several Internet services including PPP, DNS, Web Servers, virtual machines, ftp and email.

## CTS 2327 - Windows Management

**3 credits**
**Prerequisites: CTS 2306 or permission of the Dean**
This course provides an advanced overview of the management and maintenance of the Windows Operating System on network domains and workgroups. Students will install Windows 8 and configure client security. Topics include: Cloud services, networking access, remote access and security.

## CTS 2334 - Microsoft Windows Server

**3 credits**
**Prerequisites:** CNT 1000
This course emphasizes design, installation, manageability, security, and interoperability of network servers and supporting network infrastructure. The student prepares for a server installation, configures directory services, creates security groups, creates security policies and manages user accounts.

## CTS 2339 - Microsoft Exchange Server

**3 credits**
**Prerequisites:** CTS 2334
This course provides students with the knowledge and skills to install, configure, route, and manage a Microsoft exchange environment. Topics include how to provide client access, backup and restore databases, and manage recipient objects such as mailboxes, distribution groups, and contacts. The skills developed by students successfully completing this course prepare them for the Microsoft exchange certification examination.

## CTS 2346 - Microsoft Windows Server Administration

**3 credits**
**Prerequisites:** CTS 2334
This Microsoft certification course provides students with the knowledge and skills to implement, monitor, and maintain Windows servers. The skills the students will learn will enable them to perform the duties of a server administrator and deploy Microsoft Windows servers with active directory services.

## CTS 2392 - Configuring Advanced Windows Server

**3 credits**
**Prerequisites:** *CTS 2346 Microsoft Windows Server Administration*
This course covers the third of three Microsoft certification exams that validate the skills needed to administer a Windows Server 2012 enterprise environment. The objectives are mapped to the Microsoft 70-412 exam and topics include: Implementing Advanced Network and file Services, Dynamic Access Control, certificate services, Network Load Balancing, Failover Clustering and Disaster Recovery.

## CTS 2655 - Internetworking with Cisco Routers

**3 credits**
**Prerequisites:** CNT 1000
This course emphasizes design, installation, and management of WANs and LANs using routers and routed protocols. Students install and configure routers and hosts for IP. WAN access technologies including ISDN, PPP, and Frame Relay are introduced and routers are installed and configured. The use and configuration of switches, VLANs, firewalls, and proxy servers are also covered.

## CVT 1200 - Cardiovascular Pharmacology - AS

**3 credits**
**Prerequisites:** RET 1024 **with a grade of "C" or higher**
**Corequisites:** RET 1613C**,** CVT 1800L
This course is designed to provide the cardiovascular technology student with a foundation of the pharmacology needed to function in clinical experiences. This includes classifications of medications, modes of action, indications, contraindications, and their effect on the cardiovascular system and cardiac patients. The course also prepares the student to recognize basic cardiac arrhythmias, understand basic radiographic theory, safety protection and cardiac catheterization laboratory equipment.

## CVT 1800L - Cardiovascular Pre Practicum I - AS

**3 credits**

**Prerequisites:** RET 1024 **with a grade of "C" or higher**
**Corequisites:** RET 1613C**,** CVT 1200
Supervised clinical practice in the on-campus cardiac catheterization laboratory. Areas of concentration in this pre-clinical course are orientation to clinical activities that are performed in the program's clinical affiliates' cardiology and cardiovascular technology departments. The cardiovascular technology students will practice in the holding area and in the cardiac catheterization laboratory on campus. The cardiovascular areas of focus include cardiac catheterization, arrhythmias, 12 lead electrocardiography and radiation safety.

## CVT 1801L - Cardiovascular Pre Practicum II - AS

**3 credits**
**Prerequisites:** RET 1613C**,** CVT 1200**,** CVT 1800L**-all with a grade of "C" or higher**
Supervised clinical practice continues in the on campus cardiac catheterization laboratory. This course builds on the knowledge and skills from CVT 1800L. Areas of concentration in this preclinical course include: diagnostic left heart catheterization, diagnostic right heart catheterization, pre and post cardiac catheterization patient care, and 12 lead ecg acquisition.

## CVT 2420C - Invasive Cardiology I - AS

**6 credits**
**Prerequisites:** CVT 1200 **with a grade of "C" or higher**
**Corequisites:** CVT 2840L**,** CVT 2620C
This course introduces the student to the specific procedures performed in the cardiac catheterization laboratory and the use of the resulting data for patient diagnosis. Additional topics include: aseptic techniques, sterilization, patient assessment, radiography, pharmacology, cardiac wave forms, coronary artery anatomy, equipment and tools utilized in cardiac catheterization, hemodynamic data and analysis, right and left heart catheterizations, and complications and treatments that may occur during cardiac catheterization procedures. Students will practice cardiac catheterization procedures in the Cardiac Catheterization Lab on campus.

## CVT 2421C - Invasive Cardiology II - AS

**6 credits**
**Prerequisites:** CVT 2420C**,** CVT 2840L**,** CVT 2620C**-all with a grade of "C" or higher**
**Corequisites:** CVT 2841L
This course is designed to tie together cardiac disease processes with diagnostic and interventional cardiac catheterization procedures. Students will be presented with classifications and the use of equipment and techniques used in invasive cardiology. An in-depth presentation of various cardiac diseases including coronary artery disease, angina, myocardial infarction, heart failure, valve diseases, cardiomyopathies, pericardial disorders, arrhythmias, congenital anomalies and repair procedures is also presented. Additionally, students learn the various calculations performed in the catheterization lab including cardiac outputs, vascular resistance, valve areas and shunts.

## CVT 2620C - Non-Invasive Cardiology Technology I - AS

**2 credits**
**Prerequisites:** RET 1613C**,** CVT 1200**,** CVT 1800L**,** CVT 1801L**-all with a grade of "C" or higher**
**Corequisites:** CVT 2420C**,** CVT 2805C
This course presents an introduction to non-invasive cardiology and those tests performed in this area. In addition, normal and abnormal heart rhythms, ECG acquisition and analysis, patient safety, stress testing, Holter monitoring, and an introduction in echocardiography are presented.

## CVT 2805C - Cardiovascular Interventional Pre Practicum - AS

**3 credits**
**Prerequisites:** CVT 1801L **with a grade of "C" or higher**
**Corequisites:** CVT 2420C**,** CVT 2840L
Supervised clinical practice continues in the on campus cardiac catheterization laboratory. This course builds on the knowledge and skills from CVT 1801L. Areas of concentration in this preclinical course include interventional cardiac catheterization, balloon angioplasty, rotational atherectomy, and intracoronary stenting.

## CVT 2840L - Cardiovascular Practicum II - AS

**3 credits**
**Prerequisites:** CVT 1200 **with a grade of "C" or higher**
**Corequisites:** CVT 2420C**,** CVT 2620C
Clinical experience in procedures performed in the cardiovascular laboratories, including use of equipment, performing tests and patient care as it relates to the cardiovascular areas with emphasis on cardiac catheterization, ECG, stress testing, Holter monitoring, and an introduction to echocardiography.

## CVT 2841L - Cardiovascular Practicum III - AS

**4 credits**
**Prerequisites:** CVT 2840L**,** CVT 2420C**,** CVT 2620C**-all with a grade of "C" or higher**
**Corequisites:** CVT 2421C
This course is designed for students to gain more in-depth clinical experience in invasive cardiology including: pre and post cardiac catheterization activities, cardiovascular techniques, hemodynamic monitoring, intra-aortic balloon pumping, and cardiac output measurements. Clinical practice in the cardiac catheterization lab includes circulating, scrubbing, recording, and manipulating the imaging equipment during both diagnostic and interventional catheterization procedures.

## CVT 2842L - Cardiovascular Practicum IV - AS

**4 credits**
**Prerequisites:** CVT 2841L**,** CVT 2421C**,** RET 2244**-all with a grade of "C" or higher**

**Corequisites:** CVT 2920
This course is designed for students to gain additional clinical experience and polish their skills in the cardiac catheterization laboratory performing all duties involved in diagnostic and interventional cases.

## CVT 2920 - Cardiovascular Technologist as a Professional - AS

**2 credits**
**Prerequisites:** CVT 2421C**,** CVT 2841L**, and** RET 2244**-all with a grade of "C" or higher**
**Corequisites:** CVT 2842L
The professional relationship of the cardiovascular technologist to other health professionals is presented, along with a basic format for research. Resume preparation and interview skills are also discussed. Students also present case studies and receive instruction and testing in Advanced Cardiac Life Support (ACLS).

## DEH 1002 - Dental Hygiene I - AS

**3 credits**
**Prerequisites: Acceptance into the Dental Hygiene Program**
**Corequisites:** DEH 1002L
This course is an introduction to dentistry and the dental hygiene profession, principles of instrumentation, management of medical emergencies in the dental office and the mastery of basic techniques required in providing comprehensive preventive dental health services for patients.

## DEH 1002L - Dental Hygiene I Preclinical Lab - AS

**3 credits**
**Prerequisites: Acceptance into the Dental Hygiene Program**
**Corequisites:** DEH 1002
This is a competency-based course designed for the practical application of the theory and techniques studied in DEH 1002. Practice is provided in the clinical laboratory on dental mannequins and then on peers. Completion of all course materials to a specified minimum standard of competency is a prerequisite to Dental Hygiene II.

## DEH 1130 - Oral Histology and Embryology - AS

**2 credits**
**Prerequisites: Acceptance into the Dental Hygiene program**
This course is a study of basic cell histology and the embryonic development of the face and oral cavity and the process of tooth development.

## DEH 1602 - Periodontics - AS

**3 credits**
**Prerequisites:** DES 1020C**,** DEH 1002**, and** DEH 1002L**-all with a grade of "C" or higher**
**Corequisites:** DEH 1802**,** DEH 1802L
This course is the study of the normal and diseased periodontium and includes the structural, functional and environmental factors associated with both health and disease. Emphasis is on the etiology, pathology, treatment modalities and prevention of periodontal disease, and the role of the dental hygienist.

## DEH 1802 - Dental Hygiene II - AS

**2 credits**
**Prerequisites:** DEH 1002 **and** DEH 1002L**, both with a grade of "C" or higher**
**Corequisites:** DEH 1602**,** DEH 1802L
This course is a continuation and building of skills in the practice of dental hygiene. Areas of course instruction include: preventive services that will promote and maintain good oral health for the patient; educational services to help patients develop behaviors that help them understand the importance of practicing preventative behaviors and therapeutic services which stop disease and maintain healthy tissues in the mouth.

## DEH 1802L - Dental Hygiene II Clinical - AS

**3 credits**
**Prerequisites:** DEH 1002 **and** DEH 1002L**, both with a grade of "C" or higher**
**Corequisites:** DEH 1602**,** DEH 1802
This course provides the clinical experiences in the application of basic principles and concepts developed in DEH 1002L and the application of radiology techniques, preventive, educational and therapeutic services in the delivery of comprehensive oral health care.

## DEH 2300 - Pharmacology – AS

**2 credits**
This course provides an understanding of the drugs commonly prescribed and encountered in the dental office. The indications, dosages, methods of administration, contraindications and how the drugs impact the practice of clinical dental hygiene are studied to provide a foundation in the physical manifestations to be expected from the administration of these agents.

## DEH 2400 - General and Oral Pathology - AS

**2 credits**
**Prerequisites:** DES 1020C **with a grade of "C" or higher**

**Corequisites:** DEH 2806
The principles of general pathology are studied as they relate to diseases of the teeth and structures of the oral cavity. A description of disturbances of development and growth of orofacial structures will be covered including classification of oral lesions, as well as oral manifestation of systemic diseases. There will be an emphasis on the importance of the dental

## DEH 2702 - Community Dental Health - AS

**2 credits**
**Prerequisites:** DEH 2804 **with a grade of "C" or higher**
**Corequisites:** DEH 2806**,** DEH 2702L
This course is an introduction to the concepts and core principles of community oral health. Orientation to the role of the dental hygienist as educator, resource person and consumer advocate in the field of dental public health are addressed as well as an introduction to epidemiology and research principles. In addition, theories and their application at the federal, state and local levels will be explored. The student will develop the skills necessary to assess various target populations and select educational strategies that will effectively provide culturally appropriate oral health education programs.

## DEH 2702L - Community Dental Health Laboratory - AS

**1 credit**
**Corequisites:** DEH 2702**,** DEH 2806
Application of the coursework attained in Community Dental Health is utilized in this course. Students collect primary data using a survey method. Participation in public health education projects is also required.

## DEH 2804 - Dental Hygiene III - AS

**2 credits**
**Prerequisites:** DEH 1802 **with a grade of "C" or higher**
**Corequisites:** DEH 2804L
This course expands on dental hygiene procedures presented in the first two semesters to include treatment of advanced periodontal patients. Emphasis is on treatment planning, use of advanced instrumentation such as ultrasonic and air abrasive techniques, medicaments, intra oral photography, and an introduction to pulp vitality testing, PSR, and root planning techniques.

## DEH 2804L - Dental Hygiene III Clinical - AS

**5 credits**
**Prerequisites:** DEH 1802L **with a grade of "C" or higher**
**Corequisites:** DEH 2804
This course is a continuation and building of clinical experiences in the practice of dental hygiene. Application of clinical skills include: treatment plans for advanced periodontal case types; ultrasonic and air abrasive techniques, intra oral photography, preventative services, assessment of risk factors, and implementation of pain control methods.

## DEH 2806 - Dental Hygiene IV - AS

**2 credits**
**Prerequisites:** DEH 2804 **with a grade of "C" or higher**
**Corequisites:** DEH 2806L
This course highlights the systemic diseases and mental health issues with direct and/or indirect influence on oral health. Patients whose medical, physical, psychological, or social situations make it necessary to modify normal dental routines in order to provide dental treatment will be discussed. Methods to assess and improve patients' oral health as well as modifications to dental hygiene appointments will be addressed.

## DEH 2806L - Dental Hygiene IV Clinical - AS

**5 credits**
**Prerequisites:** DEH 2804L **with a grade of "C" or higher**
**Corequisites:** DEH 2806
A clinical course designed to provide a variety of clinical experiences with diverse populations to enhance previously learned skills and knowledge in the delivery of comprehensive patient care. Emphasis is placed on the incorporation of technology, advanced instrumentation, professional decision-making, and patient management skills necessary to increase the quality of care in the delivery of dental hygiene services.

## DEH 2808 - Dental Hygiene V - AS

**2 credits**
**Prerequisites:** DEH 2806 **with a grade of "C" or higher**
**Corequisites:** DEH 2808L
This course expands on the issues as they relate to the ethical and legal issues that impact the dental hygiene profession. Emphasis is placed on Florida State Statutes, licensure requirements, dental practice management, and employment skills. Dental Hygiene licensure consequences will be addressed.

## DEH 2808L - Dental Hygiene V Clinical - AS

**5 credits**
**Prerequisites:** DEH 2806L **with a grade of "C" or higher**
**Corequisites:** DEH 2808
This course is designed to master all the techniques and treatment modalities from previous semesters. Emphasis is placed on advanced instrumentation, professional decision-making, quality of care, and time management in the delivery of comprehensive dental hygiene care.

## DEH 2930 - Dental Hygiene Seminar - AS

**1 credit**
**Prerequisites:** DEH 2806 **with a grade of "C" or higher**
**Corequisites:** DEH 2808
This course provides the opportunity to participate in therapeutic and educational services in community sponsored activities to allow patients to access the resources of the healthcare system. Methods for preparation for case presentation and National Board Examination are reviewed.

## DEP 2004 - Human Growth and Development

**3 credits**
This course is life span coverage of theories and findings in human development, emphasizing the physical and psychosocial growth of the individual from conception to death. Emphasis will be placed on the special problems and challenges the individual faces at each stage of the life cycle: prenatal development, infancy, childhood, adolescence, adulthood, and old age.

## DEP 2102 - Child Psychology

**3 credits**
**Prerequisites:** PSY 2012
This course presents an investigation of the forces which shape and influence the growth and development of children. The course is designed to be of value to those who are or expect to be parents, teachers, or who plan to work with children in any capacity.

## DEP 2302 - Adolescent Psychology

**3 credits**
**Prerequisites:** PSY 2012
This course is an investigation of the transitional years between childhood and adulthood. Emphasis is placed on the changing self-concept of the young person and the special problems unique to this stage of life.

## DES 1020C - Dental Anatomy - AS

**2 credits**
**Prerequisites: Admission into the Dental Hygiene Program**
**Corequisites:** DEH 1002**,** DEH 1002L
This course presents a study of the gross anatomy of the hard and soft structures of the oral cavity and the skeletal, muscular, circulatory, nervous, lymphatic, and glandular systems of the head and neck. Tooth morphology is studied in depth.

## DES 1100C - Dental Materials - AS

**2 credits**
**Prerequisites: Admission into the Dental programs**
**Corequisites:** DES 1020C
This course is designed to acquaint the students with various materials used in the dental profession, including rationale for use, contraindications, chemistry, and biocompatibility. The laboratory time allows the student to manipulate the various dental materials.

## DES 1200C - Dental Radiology - AS

**3 credits**
**Prerequisites:** DES 1020C **with a grade of "C" or higher**
An in-depth study of the fundamentals of radiological science as it relates to dentistry. The course includes: physics, biological effects, radiation safety, protection and control methods, radiographic instruments; techniques to expose, process and mount radiographs, and interpret radiographs.

## DES 2832C - Expanded Functions Laboratory - AS

**2 credits**
**Prerequisites:** DES 1100C **with a grade of "C" or higher**
This course is designed to provide the basic knowledge and clinical practice necessary for the dental auxiliary student to perform expanded functions permitted by the rules and regulations of the Florida State Board of Dentistry.

## DIG 2205C - Basic Video Editing

**3 credits**
This course covers the basic working concepts of video editing systems. Project organization and storing skills will be taught, along with topic such as non-linear video editing systems and digital and analog video capture. The course will also explain how to use a browser, viewer, canvas, and timeline as part of the editing process.

## DIG 2251C - Digital Audio I

**3 credits**
The purpose of this course is to develop knowledge of basic audio concepts and processing principles, as well as digital audio concepts, processing, and production. The course covers techniques for recording music, dialog, and sound effects for film, as

well as editing techniques for existing audio files.  All areas of knowledge will be applied to practical applications through project-oriented assignments.

## DIG 2280C - Digital Video and Sound

**3 credits**
This course provides an introduction to industrial/corporate video production techniques, including script/storyboarding, camera operation, lighting, audio recording, and post-production techniques.

## DIG 2284C - Advanced Digital Video and Sound

**3 credits**
**Prerequisites:  DIG 2280C Digital Video and Sound**
This advanced course in industrial/corporate video production techniques builds on skills learned in basic video production and editing courses, while exploring additional equipment and techniques.  Special emphasis will be given to creating complex video and sound projects with fixed deadlines.

## DSC 1006 - Introduction to Homeland Security

**3 credits**
This course introduces students to the vocabulary and important components of homeland security. It identifies the important agencies associated with homeland security and their inter-related duties and relationships. Students examine historical events that impact homeland security; explore state, national, and international laws impacting homeland security; and examine the most critical threats confronting homeland security.

## DSC 2242 - Transportation and Border Security

**3 credits**
This course presents an overview of modern border and transportation security challenges from 9/11 attacks through the present as related to transportation infrastructure, including seaports, ships, aircraft, airports, trains, train stations, trucks, highways, bridges, rail lines, pipelines, and buses. The course also explores technology used to enhance security of borders and transportation systems. Topics for discussion include the legal, economic, political, and cultural concerns associated with transportation and border security.

## DSC 2590 - Intelligence Analysis and Security Management

**3 credits**

This course examines intelligence analysis and its indispensable relationship to the security management of terrorist attacks, man-made disasters and natural disasters. It also explores vulnerabilities of our national defense and private sectors, as well as the threats posed to these institutions by terrorists, man-made disasters, and natural disasters. Students will discuss substantive issues regarding intelligence support of homeland security measures implemented by the United States and explore how the intelligence community operates.

## DSC 3034 - Terrorism Preparedness

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course provides an in-depth investigation of terrorists, their targets and potential methods, and the resultant implications for emergency management mitigation, preparedness, response, and recovery. The course explores terrorists and their motives, vulnerability of critical infrastructure and other civilian targets, risk assessment, and emergency management interventions. Course topics include descriptions and critiques of local, national, and international resources and initiatives in this evolving modern phenomenon.

## EAP 0200 - English for Academic Purposes, Speech/Listening (*)

**3 credits**
**Prerequisites: Testing or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is aimed at non-native students of English who wish to acquire pronunciation, listening, and speaking abilities in American English. Level: High Beginning. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0220 - English for Academic Purposes, Reading (*)

**3 credits**
**Prerequisites: Testing or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is designed for non-native students of English who wish to acquire basic reading strategies. Level: High Beginning. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0240 - English for Academic Purposes, Writing (*)

**3 credits**
**Prerequisites: Testing or permission of the Appropriate Academic Affairs Dean or Associate Dean**

This course is intended for non-native students of English who wish to acquire basic writing abilities in American English at the high beginning level. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0260 - English for Academic Purposes, Grammar (*)

**3 credits**
**Prerequisites: Testing or permission of the Appropriate Academic Affairs Dean or Associate Dean**
The aim of this course is to help non-native students of English reinforce and develop their grammatical competence at the high beginning level. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0300 - English for Academic Purposes, Speech/Listening (*)

**3 credits**
**Prerequisites:** EAP 0200 **with a grade of "C" or higher; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course will help non-native students of English to develop listening and speaking abilities for academic purposes. Level: Low Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0320 - English for Academic Purposes, Reading (*)

**3 credits**
**Prerequisites:** EAP 0220 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is designed for non-native students of English who wish to develop reading strategies for academic purposes. Level: Low Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0340 - English for Academic Purposes, Writing (*)

**3 credits**
**Prerequisites:** EAP 0240 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is intended for non-native students of English who wish to develop their writing ability in Standard American

English for academic purposes. Level: Low Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0360 - English for Academic Purposes, Grammar (*)

**3 credits**
**Prerequisites:** EAP 0260 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
The aim of this course is to provide non-native students of American English with the elements necessary to master grammatical competence at the low intermediate level. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0400 - English for Academic Purposes, Speech/Listening (*)

**3 credits**
**Prerequisites:** EAP 0300 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is designed for non-native students of English to develop listening and speaking abilities for academic purposes. Level: High Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0420 - English for Academic Purposes, Reading (*)

**3 credits**
**Prerequisites:** EAP 0320 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
The aim of this course is to help non-native students of English to develop reading strategies for academic purposes. Level: High Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate

## EAP 0440 - English for Academic Purposes, Writing (*)

**3 credits**
**Prerequisites:** EAP 0340 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is intended for non-native students of English who wish to refine their writing ability in Standard American English.

The focus is paragraph writing for academic purposes. Level: Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 0460 - English for Academic Purposes, Grammar (*)

**3 credits**
**Prerequisites:** EAP 0360 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
The aim of this course is to help non-native students of American English to reinforce and develop their grammatical competence at the intermediate level. Successful completion of this course requires a grade of "C" or better.

(*) Developmental Studies credit only-does not count toward a degree or certificate.

## EAP 1500 - English for Academic Purposes, Speech/Listening (*)

**3 credits**
**Prerequisites:** EAP 0400 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is for students whose primary language is not American English and whose placement test scores show the need for instruction in high intermediate vocabulary, listening comprehension, and speaking skills. The emphasis in the course will be on vocabulary development, developing academic lecture/discourse comprehension, note-taking, and public speaking. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## EAP 1520 - English for Academic Purposes, Reading (*)

**3 credits**
**Prerequisites:** EAP 0420 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
literacy using authentic sources, and preparing students for college. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## EAP 1540 - English for Academic Purposes, Writing (*)

**3 credits**

**Prerequisites:** EAP 0440 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This is an introductory course to essay writing. It is intended for non-native students of English who wish to develop their writing ability for business or academic purposes. Level: High Intermediate. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## EAP 1560 - English for Academic Purposes, Grammar (*)

**3 credits**
**Prerequisites:** EAP 0460 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
The aim of this course is to provide non-native students of American English with the linguistic elements necessary to develop grammatical competence at the high intermediate level. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## EAP 1600 - English for Academic Purposes, Speech/Listening (*)

**3 credits**
**Prerequisites:** EAP 1500 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is for students whose primary language is not American English and whose placement test scores show the need for instruction in **"advanced"** vocabulary, listening comprehension, and speaking skills. The emphasis in the course will be on vocabulary development, developing academic lecture/discourse comprehension, note-taking, and public speaking. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## EAP 1620 - English for Academic Purposes, Reading (*)

**3 credits**
**Prerequisites:** EAP 1520 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is for students whose primary language is not American English and whose placement test scores show a need for instruction in **"advanced"** vocabulary and reading comprehension skills. The emphasis in the course will be on vocabulary development, developing academic literacy using authentic sources, and preparing students for college. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## EAP 1640 - English for Academic Purposes, Writing (*)

**6 credits**
**Prerequisites:** EAP 1540 **and** EAP 1560 **with a grade of "C" or better; testing; or permission of the Appropriate Academic Affairs Dean or Associate Dean**
This course is intended for non-native students of American English who wish to further develop their essay writing ability at the advanced level. The focus will be on the grammar, punctuation, and usage skills necessary to master this level of academic writing. Successful completion of this course requires a grade of "C" or better.

(*) Students may apply up to a maximum of 6 credit hours of EAP college-level credits toward a degree.

## ECO 2013 - Principles of Macroeconomics

**3 credits**
This course provides an introduction to economic theory, accounting, and analytical and policy aspects of the national income, with emphasis on the theory of income determination. Analysis of the money and banking system, survey of growth theory and policies will be discussed. Emphasis will be placed on macroeconomics.

## ECO 2023 - Principles of Microeconomics

**3 credits**
The basic objective of this course is to acquaint the student with the structure and operation of the market system. Emphases will be placed on microeconomics, which is presented not only as a formalized logical way of thinking but also as a model with which to understand and analyze human behavior. The student will learn to apply an analytical approach to the study of how individuals, businesses, and societies deal with the fundamental problem of scarce resources.

## EDE 3315 - Math in the Elementary Classroom

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in Education Program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The primary purpose of this course is to produce well-trained practitioners who are skilled in the philosophy and methods of teaching mathematics to elementary school students. This course introduces mathematics as a science and an art and demonstrates to teachers that there are multiple approaches to teaching math in the classroom. The course stresses ideas, methods, and strategies that are used to construct meaning in math. This course will provide teacher candidates with a solid foundation for teaching mathematics and reinforcing mathematical thinking and reasoning skills in elementary education students.

## EDE 4220 - Integrated Health and Recreation

**2 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to help the teacher candidate gain the knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated health and recreation. It develops the theoretical bases for health and recreation learning and teaching; illustrates and applies models for integrating elementary teaching; and provides practical experience in curriculum, instruction, and assessment. This course addresses specific subject standards, K-6 competencies, and pedagogy pertinent to the disciplines and requirements for teacher certification.

## EDE 4223 - Integrated Music, Art, and Movement

**2 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to help the teacher candidate gain knowledge and competencies necessary to become an effective teacher and leader in the areas of elementary school integrated music, art, and movement. It develops the theoretical bases for music, art, and movement learning and teaching; illustrates and applies models for integrating elementary teaching; and provides practical experience in curriculum, instruction, and assessment. This course will explore music, art, and movement from different cultures and time periods. This course addresses specific Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the disciplines and requirements for certification.

## EDE 4226C - Integrated Language Arts, Social Science, and Literature with Practicum

**4 credits**
**Prerequisites:** ENC 1101**,** ENC 1102**, 3 credits of college level mathematics,** EDG 3620**,** EDG 3410**,** EDG 4004**-all with a grade of "C" or higher**
**Required: This course requires 35 hours of practicum in an elementary classroom setting over a minimum of ten weeks.**
This course is designed to prepare teacher candidates to teach language arts and social science in elementary classrooms. Teacher candidates will employ the pedagogical tools to integrate literature, language arts, and social science content through thematic instruction. Constructivist principles and methodology are emphasized. Teacher candidates will design and lead standards-based language arts and social science lessons that are appropriate for diverse populations of students including English language learners (ELLs) and students with exceptionalities. This course requires thirty-five (35) hours of practicum in a K-6 classroom setting.

## EDE 4304C - Integrated Math and Science with Practicum

**4 credits**
**Prerequisites:** ENC 1101**,** ENC 1102**, 3 credits of college level mathematics,** EDG 3620**,** EDG 3410**,** EDG 4004**-all with a grade of "C" or higher**
**Required: This course requires 35 hours of practicum in an elementary classroom setting over a minimum of ten weeks.**
Through this course the teacher candidate will examine the theoretical and practical aspects of teaching mathematics and science to the elementary student. Teacher candidates will become familiar with the national curriculum standards and the Florida Sunshine Standards for K-6 Mathematics and Science instruction. They will develop an understanding of instructional strategies, activities, and materials that will enhance student learning in Math and Science. Emphasis will also be placed on integrating the subject areas across the curriculum. A practicum experience of thirty-five (35) hours is required with this course.

## EDE 4940 - Internship in Elementary Education

**12 credits**
**Prerequisites: Successful completion of all other coursework in the B.S. in Elementary Education program of studies and/or permission from the Dean of the School of Education; prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: This course requires teacher candidates to lead instruction in an elementary education classroom under the supervision of a trained clinical educator. The internship requires 15 weeks in an elementary classroom for the duration of the mentor teacher's contracted day.**
This course requires teacher candidates to lead instruction in an area K-6 classroom under the supervision of a trained clinical educator. Guided by the Florida Educator Accomplished Practices, ESOL Performance Standards, ESOL K-12 Competencies and Skills, and Reading Endorsement Competencies, teacher candidates will write lesson plans, choose materials, conduct lessons, and manage student behavior during one semester of full day internship. Over the course of the internship, teacher candidates will conduct systematic inquiry about their work with children in K-6 school settings and continually revise their classroom instruction and management through a cycle of reflective practice. The teacher candidates will also participate in a series of required mandatory seminars at Florida SouthWestern State College.

## EDF 2005 - Introduction to the Teaching Profession

**3 credits**
**Required: 15 hours of field-based experience with children and youth in schools or similar settings**
This is a survey course including the historical, sociological, and philosophical foundations of education; governance and finance of education; educational policies; legal, moral, and ethical issues; and the professionalism of teaching. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students are required to complete a minimum of 15 hours of field-based experience with children and youth in schools or similar settings and not via virtual modes of film or Internet.

## EDF 2085 - Introduction to Diversity for Educators- (I)

**3 credits**
**Required: 15 hours of field-based experience**

Designed for the prospective educator, this course provides the opportunity to explore issues of diversity, including an understanding of the influence of exceptionalities, culture, family, gender, sexual orientation, socioeconomic status, religion, language of origin, ethnicity, and age upon the educational experience. Students will explore personal attitudes toward diversity and exceptionalities. Students will be provided information on the Florida Educator Accomplished Practices, Sunshine State Standards, and the Professional Educator Competencies. Students will complete 15 hours of field experience in this course. A field experience should not be via virtual modes of film or Internet.

(I) International or Diversity focus

## EDF 3214 - Human Development and Learning

**3 credits**
**Prerequisites:** PSY 2012 **or** DEP 2004**; admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: 5 hours of foundation field experience.**
This course is designed to cover principles of learning, teacher candidate development, and their applications to learning/teaching situations. Self-concept, motivation, views of intelligence, and assessment are examined with opportunities to analyze teaching/learning episodes and to develop a repertoire of teaching approaches. Emphasis is placed on the interaction between the role of the teacher and the needs and learning styles of students at various developmental ages and stages. Teacher candidates will be required to complete five hours of foundation field experience.

## EDF 4782 - Ethics and Law

**2 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course examines public and private school law and ethical issues as they affect teachers' rights and legal responsibilities to students, including an examination of students' legal rights and the ethical parameters of education. State, federal, and case law and policy affecting school district management, educators, parents, and students are reviewed.

## EDG 3410 - Classroom Management and Communication

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in Education Program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: 15 hours of foundation level field experience**
This course covers the principles, strategies, and methods for creating an effective learning environment that encourages positive

social interaction and communication among members of the learning community. The course emphasizes attitudes, language patterns, values, and behaviors for eliciting and maintaining student learning as well as on-task behaviors. The course also includes methods and strategies for consulting with other school professionals and parents. The teacher candidates will also learn classroom management skills specifically for English Language Learners (ELL) and students with exceptionalities (ESE). Teacher candidates will complete 15 hours of foundation level field experience during this course.

## EDG 3620 - Curriculum and Instruction

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in Education Program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to the field of curriculum and instruction. Teacher candidates will examine the curriculum and the role and responsibilities of teaching including the role of special teachers, problems of individual learners, and materials and strategies appropriate for the selected area of concentration. Course content includes curriculum and instructional strategies in elementary (K-6) reading, language arts, mathematics, science, and social studies. Teacher candidates will connect theory to practice through the creation, implementation, and evaluation of meaningful and authentic lessons and experiences.

## EDG 4004 - Special Topics in Education I

**1 credit**
**Prerequisites: Admission into the Bachelor of Science in Education Program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: Service learning component. The baccalaureate degree program requirement for service learning is 30 hours-10 hours will be completed each semester beginning with** EDG 4004**. The culmination and validation of all service learning hours will be part of the final internship portfolio for each student.**
This course is designed to prepare individuals for the Education Program. This seminar course allows teacher candidates opportunities to explore qualitative and quantitative research skills, as related to the Education profession. Students will also explore current library and technology resources available to teacher candidates. This course also includes a survey of topics to include creating a pre-professional teacher portfolio and issues of teacher certification in the State of Florida.

## EDG 4935 - Special Topics II in Middle and Secondary School Education

**2 credits**
**Prerequisites: Students must have written permission from the instructor. Students must be able to work in a high school setting one hour a day five days per week throughout the semester. Students must complete a level II background check and be fingerprinted through the Lee County School District. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed for baccalaureate level students interested in engaging middle and secondary school students in

experiential and service learning opportunities. The course focuses on historical learning theorists and learning theories as related to service and experiential learning. The experiential learning curriculum developed during this course will entail three tenets: the knowledge gained through concepts, facts, and information acquired through the formal learning process and past experiences; the application of knowledge to a real world setting; and the analysis and synthesis of knowledge to create meaning for 6-12 students. The course will focus on careers associated with middle and secondary school Science, Technology, Engineering, and Math curriculum.

## EDM 3230 - Middle & Secondary Curriculum and Instruction

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: This course requires a minimum of 10 hours in a 5-9 classroom setting.**
This course is an introduction to the field of curriculum and instruction designed specifically for the middle grades teacher. Teacher candidates will examine the uniqueness of the middle school learner, the curriculum, and the roles and responsibilities of teaching including the role of special teachers, problems of individual learners, and materials and strategies appropriate for the selected area of concentration. Course content includes curriculum and instructional strategies in middle grades (5-9) content areas. Teacher candidates will connect theory to practice through the creation, implementation, and evaluation of meaningful and authentic lessons and experiences. This course requires a minimum of 10 hours in a 5-9 classroom setting.

## EEC 1000 - Foundations in Early Childhood Education

**3 credits**
This course focuses on setting up and maintaining a safe and healthy learning environment to advance physical and intellectual competence in young children. It is designed primarily for those seeking a Child Development Associate (CDA) credential or other child care training.

## EEC 1202 - Principles of Early Childhood Curriculum

**3 credits**
Students in this course will be provided with an overview of several early childhood curricula, examine the relationship of curricula with theories of child development, and develop a plan to implement a developmentally appropriate curriculum in an early childhood setting.

## EEC 1603 - Positive Guidance and Behavior Management

**3 credits**
Students in this course will explore positive guidance techniques and behavior management strategies in early childhood

education. Child-centered approaches, self-management techniques, and conflict resolution strategies designed to establish an environment of respect, cooperation, and social competence in the early childhood environment will be presented.

## EEC 1946 - Early Childhood Practicum I

**3 credits**
Students in this course will have an opportunity to integrate classroom and field experiences in an early childhood setting. Students will be responsible for observing, planning, and implementing specific activities with young children individually and in groups under the supervision of qualified personnel and the course instructor.

## EEC 1947 - Early Childhood Practicum II

**3 credits**
**Prerequisites:** EEC 1946
Students in this course will apply theoretical knowledge of child development and knowledge of developmentally appropriate practices in a supervised early childhood setting. Students will be responsible for planning, implementing, and evaluating specific activities with young children individually and in groups.

## EEC 2521 - Administration of a Child Care Center

**3 credits**
This course provides a foundation for the educational, financial, and personnel management of a child care center or family child care home.

## EET 1084C - Introduction to Electronics

**3 credits**
**Offered: **Beginning Summer 2016 Term**
This course provides an introduction to the basic fundamentals, terminology, and applications used in the electronics industry. Theories of both direct and alternating current, the interrelationship of magnetism and electricity, semiconductor properties, and the fundamentals of electronics are explored. Course content includes circuit theory principles, electronic components, semiconductor usage, amplifiers, power supplies, digital logic techniques, and electronic instruments. Basic laboratory exercises to strengthen the topic coverage as it pertains to basic testing and measurement involving both analog and digital circuits are included.

## EEX 1013 - Special Needs in Early Childhood Education

**3 credits**
Students in this course will explore the variety of conditions found in young children with special needs, methods of adapting an early childhood environment to include all children, the importance of working with families to help children succeed, and ways to identify and access appropriate community resources.

## EEX 2020 - Issues and Trends in Special Education

**2 credits**
**Prerequisites: Instructor approval required**
This professional teacher education course is designed to cover principles in exceptional student education instruction and topics including legislation, collaboration, documentation, accommodations, assistive technology, and Universal Design for Learning (UDL). This course is designed as an elective for baccalaureate level education students or teachers seeking re-certification. Students must pass this course with a "C" or better.

## EEX 3012 - Educational Needs of Students with Exceptionalities

**3 credits**
**Prerequisites: The following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: 15 hours of foundation-level field experience**
This course is designed as an introduction to the field of exceptional student education. It is a course that is suitable for teacher candidates who are entering a program to prepare them for careers in working with exceptional children or adults. It is also appropriate for those who may be majoring in other fields but who are interested in becoming familiar with terminology, concepts, and issues that are important for an understanding of the needs of people with disabilities and the types of services that are available to them. Teacher candidates will complete 15 hours of foundation level field experience during this course.

## EGS 1001 - Introduction to Engineering

**3 credits**
This course presents an overview of engineering ethics, certification/registration, and opportunities in the various fields of engineering. Students are required to solve problems in selected fields of engineering. The job market and developing a resume and portfolio are studied.

## EME 2040 - Introduction to Technology for Educators

**3 credits**
Application of instructional design principles for the use of technology to enhance the quality of teaching and learning in the classroom. The course includes hands-on experience with educational media, emerging technologies, and hardware, software, and peripherals for the personal computer as well as data-driven decision-making processes. Identification of appropriate

software for classroom applications, classroom procedures for integrating technologies with emphasis on legal and ethical use, and effective instructional strategies for teachers and students in regard to research, analysis, and demonstration of technology. Students will be provided an overview of the Florida Educator Accomplished Practices, Sunshine State Standards, the Professional Educator Competencies, and the National Educational Technology Standards.

## EMS 2119 - Fundamentals of Emergency Medical Care - AS

**6 credits**
**Prerequisites: Acceptance to the Emergency Medical Technician (EMT) Program**
**Corequisites:** EMS 2119L **and** EMS 2421 **must be taken in the same semester and on the same campus**
**Offered: Fall-Lee, Charlotte, Collier, Hendry; Spring- Lee, Charlotte, Collier; Summer-Lee, Charlotte, Collier**
This course prepares students for employment as Emergency Medical Technicians (EMTs). It is an introductory survey of emergency medical services, including but not limited to: preparatory, airway and double lumen device, patient assessment, medical behavioral emergencies, obstetrics/gynecology, trauma, infants and children, geriatrics, and operations. Upon successful completion of EMS 2119, EMS 2119L, and EMS 2421, students will receive a certificate of program completion, allowing them to apply for the National Registry of EMT exam and Florida State EMT certification.

## EMS 2119L - Fundamentals of Emergency Medical Care Lab - AS

**4 credits**
**Prerequisites: Acceptance into the Emergency Medical Technician (EMT) program**
**Corequisites:** EMS 2119 **and** EMS 2421 **must be taken in the same semester and on the same campus Offered: Fall-Lee, Charlotte, Collier, Hendry; Spring- Lee, Charlotte, Collier; Summer-Lee, Charlotte, Collier**
This course presents practical application of the didactic instruction received in EMS 2119 to include: medical, legal, and ethical aspects; techniques of CPR, AED, extrication, management of trauma and medical emergencies; and the administration of appropriate medical care. Discussion and application of basic computer skills in the health care setting are also covered.

## EMS 2421 - Emergency Medical Technician Practicum - AS

**1 credit**
**Prerequisites: Acceptance into the Emergency Medical Technician (EMT) program**
**Corequisites:** EMS 2119 **and** EMS 2119L **must be taken in the same semester and on the same campus Offered: Fall-Lee, Charlotte, Collier, Hendry; Spring- Lee, Charlotte, Collier; Summer-Lee, Charlotte, Collier**
This course is designed to provide the EMT student with exposure to pre-hospital emergency medicine. It provides a minimum of ninety-six (96) hours of Basic Life Support training with an Advanced Life Support Agency. This course uses the "S" Satisfactory and "U" Unsatisfactory grading methodology.

## EMS 2649 - Paramedic Clinical - AS

**4 credits**

**Prerequisites: Grade of "C" (77%) or better in** EMS 2655**,** EMS 2673**, and** EMS 2673L
**Corequisites:** EMS 2674**,** EMS 2674L**,** EMS 2656
**Required: Students are responsible for transportation to and from the clinical sites**
**Offered: Fall-Charlotte, Spring-Collier, Summer-Lee**
In this course the paramedic student will rotate through various local clinical settings performing paramedic skills under the direct supervision of the clinical instructor and/or assigned preceptor. Students are responsible for transportation to and from the clinical sites.

## EMS 2654 - Paramedic Internship I - AS

**2 credits**
**Prerequisites: Acceptance into the Paramedic Certificate Program**
**Corequisites:** EMS 2671**,** EMS 2671L**,** EMS 2672**,** EMS 2672L
**Required: 72 hours of learning experience in a work environment**
This course involves ride experiences with an Advanced Life Support Provider. It provides the beginning paramedic student the opportunity to master basic life support skill and therapeutic communications. Seventy-two (72) hours of learning experience in a work environment are required. Enrollment is restricted to those students with concurrent enrollment in the Paramedic Program.

## EMS 2655 - Paramedic Internship II - AS

**2 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2654**,** EMS 2672**,** EMS 2672L
**Corequisites:** EMS 2673**,** EMS 2673L
**Required: 144 hours of learning experience in a work environment**
**Offered: Fall-Lee, Spring-Charlotte, Summer-Collier**
This course involves basic and advanced life support training experiences with an Advanced Life Support (ALS) provider and other related pre-hospital experiences. Provides the intermediate paramedic student the opportunity to master basic life support skills and therapeutic communications. Students are responsible for their transportation to and from clinical sites. Minimum 144 hours learning experience in a work environment required. Enrollment is restricted to students meeting prerequisites.

## EMS 2656 - Paramedic Internship III - AS

**4 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2655**,** EMS 2673**,** EMS 2673L
**Corequisites:** EMS 2649**,** EMS 2674**,** EMS 2674L
**Required: 300 hours of learning experience in a work environment**
**Offered: Fall-Charlotte, Spring-Collier, Summer-Lee**
This course involves experiences with an Advanced Life Support Provider and other related prehospital experiences. It provides basic and advanced life support training with an ALS agency. Students are responsible for their transportation to and from the clinical sites. A minimum of three hundred (300) hours of learning experience in a work environment is required. Enrollment is restricted to those students with concurrent enrollment in the paramedic program.

## EMS 2671 - Paramedic I - AS

**3 credits**
**Prerequisites: Acceptance into the Paramedic Program**
**Corequisites:** EMS 2654**,** EMS 2671L
**Offered: Fall-Lee, Spring-Charlotte, Summer-Collier**
This course introduces the roles and responsibilities of the Paramedic. The history of EMS, medical terminology, and medical-legal and ethical issues are explored. General principles of pathophysiology of the cell and pharmacology are presented.

## EMS 2671L - Paramedic I Lab - AS

**2 credits**
**Prerequisites: Acceptance into the Paramedic Program**
**Corequisites:** EMS 2654**,** EMS 2671
**Offered: Fall-Lee, Spring-Charlotte, Summer-Collier**
This course presents the practical application of the didactic instruction received in EMS 2671 to include role of the paramedic in the healthcare delivery system, duties, and responsibilities. The histories of EMS, medical terminology, and medical legal and ethical issues are explored. General principles of pathophysiology of the cell and pharmacology are presented.

## EMS 2672 - Paramedic II - AS

**3 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2671 *and* EMS 2671L
**Corequisites:** EMS 2672L**,** EMS 2654
**Offered: Fall-Lee, Spring-Charlotte, Summer-Collier**
This course presents venous access, medicine administration, human development, airway management, and documentation. Advanced patient assessment is presented with an emphasis on physical exam, history taking, critical thinking and communications.

## EMS 2672L - Paramedic II Lab - AS

**2 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2671 **and** EMS 2671L
**Corequisites:** EMS 2672**,** EMS 2654
**Offered: Fall-Lee, Spring-Charlotte, Summer-Collier**
This course presents practical application of the didactic instruction received in EMS 2672 to include the role of the paramedic in the healthcare delivery system. All skills needed to perform the following will be applied: venous access, medicine administration, human development, airway management, and documentation. Advanced patient assessment is presented with an emphasis on physical exam, history taking, critical thinking and communications.

## EMS 2673 - Paramedic III - AS

**8 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2654**,** EMS 2672 **and** EMS 2672L
**Corequisites:** EMS 2673L**,** EMS 2655
**Offered: Fall-Collier, Spring-Lee, Summer-Charlotte**
This course will discuss the anatomy, physiology, and pathophysiology of the cardiovascular system; identification of dysrhythmia and 12-Lead interpretation; and assessment and management of the patient with suspected cardiovascular emergencies. This course presents a discussion of the anatomy and physiology of the nervous, integumentary, and musculo-skeletal systems; assessment; pathophysiology; and management of patients presenting with diseases and trauma to these systems, as well as identification and management of medical emergencies.

## EMS 2673L - Paramedic III Lab - AS

**4 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2672**,** EMS 2672L **and** EMS 2654
**Corequisites:** EMS 2673**,** EMS 2655
**Offered: Fall-Collier, Spring-Lee, Summer-Charlotte**
This course presents a practical application of the didactic instruction received in EMS 2673 to include the role of the paramedic in the healthcare delivery system; identification of dysrhythmia and 12-Lead interpretation; assessment and management of the patient with suspected cardiovascular emergencies; and management of patients presenting with diseases and trauma, as well as identification and management of medical emergencies.

## EMS 2674 - Paramedic IV - AS

**3 credits**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2655**,** EMS 2673 **and** EMS 2673L
**Corequisites:** EMS 2674L**,** EMS 2656**,** EMS 2649
**Offered: Fall-Charlotte, Spring-Collier, Summer-Lee**
This course presents information on the reproductive system, patient assessment and management of obstetrical and gynecological emergencies, handling of patients with special challenges, acute interventions for chronic care patients, and the management of abuse and assault patients. Upon successful completion of this course and corresponding co-requisites, students receive a certificate of Paramedic Program completion and are eligible to take the Florida State Paramedic Certification Examination.

## EMS 2674L - Paramedic IV Lab - AS

**1 credit**
**Prerequisites: Grade of "C" (77%) or better in** EMS 2673 **and** EMS 2673L
**Corequisites:** EMS 2649**,** EMS 2656**,** EMS 2674
**Offered: Fall-Charlotte, Spring-Collier, Summer-Lee**
This course provides a practical application of the didactic instruction received in EMS 2674 to include information on the

reproductive system, patient assessment and management of the obstetrical and gynecological emergencies, handling of patients with special challenges, acute interventions for chronic care patient, and the management of abuse and assault patients. Upon successful completion of this course and corresponding co-requisites, students receive an ACLS completion card, a certificate of Paramedic Program completion, and are eligible to take the Florida State Paramedic Certification examination.

## ENC 0022 - Writing for College Success (*)

**3 credits**
This is a lecture/laboratory course with emphasis on grammatical concepts and usage, punctuation, word choice, and paragraph and essay development. ENC 0022 is required of all students who need to develop basic writing and thinking skills before entering ENC 1101. Completion of this course with a grade of "C" or better is a prerequisite for ENC 1101.

(*) Developmental credit, does not count toward a degree or certificate.

## ENC 1101 - Composition I

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-minimum of 4,000 words of instructor-evaluated writing per student**
A course in essay writing designed to develop skill in paragraph construction and methods of presentation. The course includes practice in critical reading and analysis of texts as well as an introduction to researching and properly documenting sources using MLA format, composing and editing an essay using a word- processing program, accessing information from the World Wide Web, and understanding the differences between electronic databases and the Web. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## ENC 1102 - Composition II

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
**Required: Writing intensive-minimum of 4,000 words of instructor-evaluated writing per student**
Advanced instruction in expository and other modes of prose writing, including the preparation and writing of a full-length research paper. Concentration according to section on rhetoric and the essay, writing about literature, technical writing, or creative writing; students may choose special interest. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## ENG 1012 - American English

**3 credits**
Introduction to narrative analysis, with close reading and carefully written exposition of selections from principal modes of literature (poetry, prose fiction, non-fiction and drama) and media (film, television, radio, and graphic novels). This course is specifically designed to encourage reading and thoughtful response to reading. Required texts will reflect a variety of cultural backgrounds and points of view. Through writing and discussion, students are encouraged to connect aspects of the works they read with their own knowledge and experience.

## ENG 2061 - English Grammar: Usage and Mechanics

**2 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
This course provides a brief introduction to the history of the English language, an overview of developments in American English, instruction in usage, and an intensive study of traditional American English grammar usage and mechanics for those students who wish to improve both their understanding and use of standard American English. The course also provides transfer students with a two-hour course that would help them meet the composition requirement for Florida SouthWestern State College's general education program. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## ENL 2012 - British Literature and Culture I, to 1780 (I)

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course is a survey of the literature of Great Britain as it is reflected and influenced culture from the beginnings of English literature until the late 18th century. (WI) Writing intensive.

(I) International or diversity focus

## ENL 2022 - British Literature and Culture II, 1780 to Present (I)

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course is a survey of the literature of Great Britain as it is reflected and influenced culture from the early Romantic Period to the present day. Readings include selections from Byron, Wordsworth, Forster, T.S. Eliot, and others. (WI) Writing intensive.

(I) International or diversity focus

## ENT 1000 - Introduction to Entrepreneurship

**3 credits**
This course provides an overview of the role of entrepreneurial businesses in the United States and the impact of these businesses on the national and global economy. Students evaluate the skills and commitment necessary to successfully operate an entrepreneurial venture. Additionally, students review the challenges and rewards of entrepreneurship as a career choice, as well as the entrance strategies needed to accomplish such a choice.

## ENT 2012 - Entrepreneurship Management

**4 credits**
**Prerequisites:** ENT 1000
This course poses entrepreneurship management topics students can use to successfully plan, design and manage a new business venture including finding starting capital, applying leadership ethics, and managing growth. It is intended for those students considering self-employment for the first time.

## ENT 3003 - Entrepreneurship I

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course exposes students to the knowledge and skills required to be a successful entrepreneur. Topics include: challenges of entrepreneurship, marketing and financial concerns, and management issues.

## ENT 3172 - The Special Role of Franchising

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean AND ENT 3003 Entrepreneurship I**
This course focuses on the special role of franchising as a form of entrepreneurship in the U.S. and international economies. Topics will include success rates of franchisors and franchisees, advantages and disadvantages of franchising, the process of franchising a business idea, and the process of selecting and working with a franchisor.

## ENT 4004 - Entrepreneurship II

**3 credits**
**Prerequisites:** ENT 3003 **with a minimum grade of "C" ; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 -

Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course builds on the entrepreneurial concepts and business plan explored in ENT 3003. Students further evaluate and develop their entrepreneurial business plans for potential implementation and present those plans to a panel of local entrepreneurs, business owners, bankers, venture capitalists and/or other related stakeholders.

## ESE 4323 - Educational Assessment

**3 credits**
**Prerequisites:** *Admission into the Bachelor of Science Program in Education or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following* **courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed for all students in teacher education and focuses on assessment concepts that are critical for good teaching. The course examines current issues in measurement, analyzes a variety of assessment instruments, and helps learners interpret standardized assessments commonly used in public schools. Teacher candidates will also learn assessment strategies for English language learners (ELL) and students with exceptionalities (ESE).

## ETD 1102 - Engineering Graphics I (Manual) – AS

**4 credits**
This course emphasizes instrument use plus freehand lettering and sketching. Geometric construction application, orthographic projection, sectional views, fits and tolerances, symbols and conventions for working drawings, and standard representation for threads and fasteners are covered.

## ETD 1103C - Engineering Graphics I

**4 credits**
**Prerequisites:** ETD 1320
Spatial visualization, descriptive geometry and design communication methodology are covered in this course. Students use computer graphics techniques to conceive, model, analyze, simulate, and evaluate civil engineering design ideas. Emphasis is on state-of-the-art Computer-Aided design and geometric modeling software tools.

## ETD 1320 - Computer Aided Drafting

**3 credits**
This course provides an introduction to the use of Computer-Aided Drafting. It includes a review of computer hardware and software used in an automated drafting environment; concepts of how a drawing is stored and manipulated by the computer; commands necessary to do a simple drawing; and the actual drawing of a part. This course provides for the development of beginning skills in the use of a microcomputer, operating peripheral devices for CAD, and using AutoCAD software.

## ETD 1390 - Introduction to Revit Architecture

**4 credits**
**Prerequisites:** ETD 1320 **and** BCN 1272
This is an introduction course using Revit Architecture software to produce three dimensional (3- D) designs and details of buildings. Topics consist of the techniques and methods to create architectural buildings to include: site plans, floor plans, elevations, roof design, sections/details, schedules/quantities and 3-D photo-realistic renderings.

## ETD 1530 - Drafting and Design (Manual)

**4 credits**
This course covers specialization in architectural drafting. Expanded coverage in residential design with emphasis on functional floor plan layout, architectural standards, and construction methods as they relate to drafting are also included.

## ETD 1949 - Engineering Technology Internship I

**3 credits**
**Prerequisites:** EGS 1001 **and** ETD 1320**, both with a grade of —B‖ or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean.**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course is designed to provide students with basic engineering technology work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## ETD 2340 - Advanced Computer Aided Drafting

**3 credits**
**Prerequisites:** ETD 1320
This course is an introduction of hardware/software configurations required for the automated drafting environment. The operating system hierarchy and how drawings are stored, edited, copied, deleted, and renamed; file specifications and protection; how to log in and log out from the CAD work station (to include remote operations); and the commands necessary for basic drawing utilities are covered. Different methods of generating commands are also covered. AutoCAD software is used.

## ETD 2930 - Special Topics/Capstone-Engineering Technologies

**1 credit**
**Prerequisites: Successful completion of all foundation courses and at least 4 advanced courses or permission of the Dean**
**Required: THIS COURSE IS REQUIRED AND IS DESIGNED FOR STUDENTS PREPARING TO GRADUATE AND TRANSITION TO EMPLOYMENT AND/OR CONTINUING EDUCATION.**
This capstone course will provide the opportunity for students to demonstrate what they have learned in the AS Architectural Design and Construction Technology and AS Civil Engineering Technology Programs and gauge their ability to apply it. Students will engage in active discussions on engineering related topics and issues, particularly those that relate to current events. This course also requires the student to write a short paper on a contemporary engineering topic or issue. Additionally, the student will prepare a cover letter and resume specifically for a design or engineering related position that he or she finds posted locally, nationally, or internationally. Students not working in a related field or who desire to improve their current positions will be encouraged to apply for the positions they find. Successful completion of the course requires demonstrating learning outcomes from core courses by passing the comprehensive examination at the end of the course. Students are also strongly encouraged to take one or more appropriate industry recognized certification examinations during this course, if they have not already done so.

## ETD 2949 - Engineering Technology Internship II

**3 credits**
**Prerequisites:** ETD 1949 **and (**GIS 1045 **or** BCT 1773**), both with a grade of "B" or higher, 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course builds upon the experience learned in ETD 1949; it is designed to provide students with advanced engineering technology work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## ETI 1701 - Industrial Safety

**3 credits**
**Offered: ** Beginning Summer 2016 Term**
This course covers practical and operational health and safety procedures and practices as defined by OSHA regulations, including hazardous situations in industrial plants and the precautions to be observed and practiced to perform work activities safely. Among the topics covered are industrial safety hazards; electrical safety; working with chemicals, gases, solvents, and materials; personal protective equipment; and maintaining safe working conditions. Upon completion of the course, students will be eligible for OSHA certification.

## EVR 1001C - Introduction to Environmental Science

**3 credits**
**Prerequisites: SB1720 Testing Exemption or successful completion of all Developmental courses**
Environmental science is an interdisciplinary study of interactions between the environment - physical, chemical and geological systems - and living organisms.  Special emphasis is given to understanding the basic requirements of life and how human

activities can degrade ecosystem services.  Students learn about the rapidly changing earth by examining local and global case studies, and develop ideas for conserving biodiversity and living sustainably.  Assignments may incorporate data analyses, satellite mapping, field trips, habitat monitoring, and laboratory activities.

## FFP 0010C - Firefighter I Minimum Standards - PSAV (*)

**206 clock hours**
**Prerequisites: Admission to the Firefighter Minimum Standards Certificate Program and the successful completion of the Florida SouthWestern State College Physical Ability Test (PAT)**
This program is held at the North Naples Fire Training Center. This course is designed to prepare students for the State of Florida Firefighter II Certification exam. This minimum standards certification course for firefighters is a mentally, physically, and emotionally challenging and includes both classroom and practical application elements. The 206 clock hour course is 12 weeks in length and is scheduled on weeknights and weekends. Upon successful completion of this course, the student will be eligible to continue to the next phase of the program in FFP 0020C, Firefighter II Minimum Standards.

(*) Not for college credit-This course is for PSAV certificate credit only.

## FFP 0020C - Firefighter II Minimum Standards - PSAV (*)

**192 clock hours**
**Prerequisites: Admission to the Firefighter Minimum Standards Certificate Program**
This program is held at the North Naples Fire Training Center. This course is designed to prepare students to be eligible to sit for State of Florida Firefighter II certification. This minimum standards certification course for firefighters is a mentally, physically, and emotionally challenging program that includes both classroom and practical application elements. The 192 hour course runs for 12 weeks: meetings are scheduled weeknights and weekends. Upon successful completion, the student will be eligible to sit for State of Florida Firefighter II Certification exam.

(*) Not for college credit-This course is for PSAV certificate credit only.

## FFP 1000 - Introduction to Fire Protection – AS

**3 credits**
This course is a study of the philosophical and historical backgrounds of fire protection services including the organization and function of federal, state, county and private fire protection agencies, a review of municipal fire defenses, fire prevention principles, techniques of fire control, codes and ordinances, the problems for the fire administrator, and an overview of professional fire protection career opportunities.

## FFP 1304 - Fire Apparatus Operations - AS

**3 credits**

**Prerequisites:** FFP 1000 **or higher all with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
In this course, students will discuss driving laws and driving techniques for fire equipment; fire pump operations; apparatus maintenance; and emergency vehicle operations. This course meets part of the course requirements for Florida State Pump Operator Certification.

## FFP 1505 - Fire Prevention Practices - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a survey of the principles of fire prevention and investigation; a study of fire hazards in various occupancies; a review of fire prevention codes; a study of procedures and techniques of fire prevention inspection to include the recognition and elimination of fire hazards, public relations, methods of determining the area of fire origin, fire cause, fire spread and location, and preservation of evidence. Meets part of the course requirements for Fire Inspector I, Fire Officer I, and Special Fire Safety Inspector Certification.

## FFP 1510 - Fire Codes and Standards - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of the codes and standards for building construction, which are used to identify and prevent design deficiencies responsible for the spread of fire, heat, and smoke in existing and new buildings. Meets course requirements for Florida State Fire Inspector Certification.

## FFP 1540 - Private Fire Protection Systems - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a survey of fire protection systems and domestic water supply. The operational features and functional characteristics of fire detection and suppression systems and devices are studied. Meets part of the course requirements for Fire Inspector I, Fire Investigator I, and Fire Officer I Certification.

## FFP 1541 - Private Fire Protection Systems II - AS

**3 credits**
**Prerequisites:** FFP 1540 **with a grade of "C" or higher**
This is a survey of pre-engineered and portable systems, extinguishing agents, inspection procedures for code compliance and enforcement, and alarm systems.

## FFP 1824 - Basic Incident Management – AS

**1 credit**
In this course, the principles and features of an incident command system will be examined: how an incident command system is organized; incident facilities and their purposes (such as but not limited to command post, staging area, bases, camps, and heliports); and incident resources, such as strike teams, task forces and single resources.

## FFP 1825 - Intermediate Incident Management – AS

**1 credit**
This course lists and describes the duties of various positions within the incident command system. Students will examine the incident management organization for a given incident or event, including appropriate procedures for establishing command, transferring command, and terminating an incident. Students will learn about effective incident resource management including logistics, finance, administration, and record-keeping, and the incident planning processes will be reviewed.

## FFP 1832 - Emergency Response to Terrorism – AS

**1 credit**
This course will introduce first responders to the consequences of emergency response to terrorism. The response to terrorism track will include basic concepts for first responders, tactical considerations, and incident management.

## FFP 2111 - Fire Chemistry - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
The Chemistry Program is designed to address knowledge and skills pertaining to chemistry that will be useful to the Hazardous Materials Technician. The course features forms of matter, energy, common substances, chemical formulas/structure and bonding of atoms, molecules, isotopes, chemical reactions, and physical effects of chemical exposure to victims. Particular emphasis is placed on how this knowledge can be effectively used at a Hazardous Materials incident.

## FFP 2120 - Building Construction for the Fire Service - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of the various complexities of building construction and the effect on fire detection, inspection, and prevention; safety and suppression; and definitions and terminology used in construction. The course includes a study of the principles of construction that affect the behavior of buildings on fire. Meets part of the course requirements for Florida State Fire Investigator I, Fire Officer I, and Fire Inspector I Certification.

## FFP 2301 - Fire Service Hydraulics - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher all with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of how good fire streams are developed; a study of properties of water and distribution of pressures in dynamic and static systems; friction loss in hoses and pipes; and factors which influence water loss. Meets part of the course requirements for Florida State Pump Operator Certification.

## FFP 2521 - Construction Documents and Plan Review - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of all aspects of the blueprint reading which enables the individual to better perform the duties of fire inspector. Also included is a study of building plans examination. Meets course requirements for Florida State Fire Inspector Certification.

## FFP 2610 - Fire Cause and Origin - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course presents an examination of sources of ignition, investigation of structure fires and grass/wild land fires; automobile, motor vehicle, and ship fires; and electrical causes of fires. The student will also examine clothing and fabric fires; documentation of the fire scene; alarm and detection systems; and the storage, handling, and use of hazardous materials. The course is designed to enhance the investigation, detection, and determination of the cause and origin of fire. Meets course requirements for Florida State Arson Investigator Certification.

## FFP 2630 - Latent Investigations - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course examines explosives and explosive combustion, chemical fires and hazardous materials, and resources for investigating fires. The students will also study fire-related deaths and injuries, arson as a crime, arson law, report writing, courtroom testimony, and citations. The course is designed to enhance the investigation, detection, and determination of the cause and origin of fire. This course meets course requirements for Florida State Arson Investigator Certification.

## FFP 2706 - Public Information Officer - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course prepares the student to serve effectively as an organizational spokesperson, according to current practices in the profession of public relations and numerous examples from the fire service. Particular emphasis will be placed on case studies in crisis communications and the role of the Public Information Officer in the Incident Command System.

## FFP 2720 - Fire Company Officer Leadership - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of the basic concepts of fire company leadership, including effective communications, leadership tools, problem solving, and goal achievement of a fire company officer. Emphasis is placed on the role and responsibilities of the officer in a fire company setting. Meets part of the course requirements for Florida State Fire Officer I Certification.

## FFP 2740 - Fire Service Course Delivery - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of the instructor's responsibility in the communication of learning and teaching objectives and use of instructional aids. This course meets part of Fire Officer I, Fire Instructor I, Fire Instructor II, and Fire Instructor III course requirements for Florida State Fire Company Officer Certification.

## FFP 2741 - Fire Service Course Design - AS

**3 credits**
**Prerequisites: (**FFP 1000 **or higher all with a grade of "C" or higher or current State of Florida Certified Firefighter II) and completion of** FFP 2740 **with a grade of "C" or higher**
This course covers the principles of effective curriculum design. It stresses the principles of adult learning and student-centered learning. Designing courses and units that address learning, performance, and behavioral objectives is the program goal.

## FFP 2770 - Ethical and Legal Issues in the Fire Service - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course deals with the entire spectrum of issues facing today's fire service leaders. Topics include labor relations, human rights and diversity, conflicts of interest, and frameworks for ethical decision-making. This course meets part of the requirements for Florida State Fire Officer II Certification.

## FFP 2780 - Fire Department Administration – AS

**3 credits**
This course is an introduction into the managing of fire services and community fire protection programs. Relationships between the insurance industry, the professional community, and contemporary management and planning concepts are analyzed.

## FFP 2810 - Firefighting Tactic and Strategy I - AS

**3 credits**
**Prerequisites:** FFP 1000 **or higher with a grade of "C" or higher, or current State of Florida Certified Firefighter II**
This course is a study of the basic concepts involved in firefighting. The student will study fire behavior, firefighting fundamentals, principles of extinguishing fires, and the importance of preplanning. Meets part of the course requirements for Fire Officer I Certification.

## FFP 2811 - Firefighting Tactic and Strategy II - AS

**3 credits**
**Prerequisites: (**FFP 1000 **or higher with a grade of "C" or higher or current State of Florida Certified Firefighter II) and completion of** FFP 2810 **with a grade of "C" or higher**
This course is a continuation of the basic concepts involved in firefighting. Students will examine fire behavior in various occupancies, analyze life-safety issues, and study basic fire procedures through scenarios and case studies. Students will explore the importance of safety in all aspects of fire and rescue operations. This course meets part of the course requirements for Fire Officer I Certification.

## FIL 1000 - Film Appreciation (I)

**3 credits**
The course is designed to provide a general introduction to the discipline of film studies through screenings of American and/or international films, readings, discussion, and writing. The course will also offer basic theoretical approaches to the various genres of narrative cinema as well as different modes of nonfiction cinema (documentary and avant-garde film practices), so that students will understand how cinema has developed globally and locally as art, technology, and social practice from the late 19th century to the digital age.

(I) International or diversity focus

## FIL 2001 - American Cinema

**3 credits**
This course explores how Hollywood films work technically, artistically, and culturally to reinforce and challenge America's

national self-image. An art form, an industry, and a system of representation and communication, American film is a complicated and profoundly influential element of American culture. This course is comprised of lectures, films, and forums designed to provide awareness of styles, images, and myths in cinema that influence or reflect American culture.

## FIN 2001 - Business Finance

**3 credits**
**Prerequisites: (**ACG 1001 **or** ACG 2021**) and** MTB 1103
This course introduces the student to the fundamental concepts of business finance, provides an understanding of basic financial calculations, and acquaints the student with decision-making tools for a business. Major points of emphasis include financial forecasting, time value of money concepts, understanding the difference between cash and profit, and how and why to use accounting data in decision making.

## FIN 2100 - Personal Finance

**3 credits**
Personal Finance is a course designed to help students understand the impact of individual choices on occupational goals and future earnings potential. This course provides a foundational understanding for making informed personal financial decisions. Topics include personal financial planning, personal investing, budgeting, tax planning, real estate and automobile financing, credit management, insurance protection, and retirement planning.

## FIN 3400 - Financial Management I

**3 credits**
**Prerequisites:** ACG 3024 - Accounting for Non-Accounting Majors**; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This finance course involves the study of financial analysis and decision-making from a management perspective. Topics include financial statement analysis, financial planning and forecasting, time value of money with analysis and computation tools, risk and rates of return, asset valuation, capital budgeting, and various financial decision-making tools and methods.

## FIN 3414 - Financial Management II

**3 credits**
**Prerequisites:** FIN 3400 - Financial Management I**; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This finance course expands on the financial concepts covered in Financial Management I (FIN 3400) and introduces more

advanced topics involving financial analysis and decision-making from a management perspective. Topics include the capital budgeting process, working capital management, long-term debt and equity financing, the capital markets, and investment banking.

## FRE 1120 - Elementary French I - (I)

**4 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing**
Designed for beginners or those with one year of high school French, this highly interactive course focuses on the dynamics of speech, literature, and culture.

(I) International or diversity focus

## FRE 1121 - Elementary French II- (I)

**4 credits**
**Prerequisites:** FRE 1120
Designed for beginners or those with one year of high school French, this highly interactive course focuses on the dynamics of speech, literature, and culture.

(I) International or diversity focus

## FRE 2210 - Intermediate French Conversation and Composition- (I)

**3 credits**
**Prerequisites:** FRE 1121 **with a grade of "C" or higher, or permission of the instructor**
This course emphasizes oral and written expression in the French language and provides a brief review of French grammar.

(I) International or diversity focus

## FRE 2220 - Intermediate French I- (I)

**4 credits**
**Prerequisites:** FRE 1121 **with a grade of "C" or higher**
This course presents continued training in linguistic skills and an introduction to contemporary French life and culture.

(I) International or diversity focus

## FRE 2221 - Intermediate French II- (I)

**4 credits**
**Prerequisites:** FRE 2220 **with a grade of "C" or higher**
This course continues to present training in linguistic skills and an introduction to contemporary French life and culture. Major emphasis is placed on fluent communication in the French language.

(I) International or diversity focus

## GEB 1011 - Introduction to Business

**3 credits**
This course provides a general outline of the nature of business, including ownership, management, and organization. Business operations such as finance and decision-making controls are emphasized. The legal and regulatory environment in which business operates is examined.

## GEB 1949 - Business Internship I

**3 credits**
**Prerequisites:** GEB 1011 **and (**ACG 2011 **or** ACG 2021**), both with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course is designed to provide students with basic business work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## GEB 2930 - Special Topics/Capstone-Business

**1 credit**
**Prerequisites: Successful completion of at least 27 core credits or permission of the Dean**
**Required: THIS COURSE IS REQUIRED AND IS DESIGNED FOR STUDENTS PREPARING TO GRADUATE AND TRANSITION TO EMPLOYMENT AND/OR CONTINUING EDUCATION.**
This capstone course will provide the opportunity for students to demonstrate what they have learned in the AS business program and gauge their ability to apply it. Students will engage in active discussions on business, management, accounting and finance related topics and issues, particularly those that relate to current events. This course also requires the student to write a short paper on a contemporary business or management topic or issue. Additionally, the student will prepare a cover letter and resume specifically for an administrative or management related position that he or she finds posted locally, nationally, or internationally. Students not working in a related field or who desire to improve their current positions will be encouraged to apply for the positions they find. Successful completion of the course requires demonstrating learning outcomes from core courses by passing the comprehensive examination at the end of the course.

## GEB 2949 - Business Internship II

**3 credits**
**Prerequisites:** GEB 1949 **and** MAN 2021**, both with a grade of "B" or higher, 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course builds upon the experience learned in GEB 1949; it is designed to provide students with advanced business work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## GEB 4375 - Foundations of International Business

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course will provide a basic, integrated understanding of the complexity of the international business environment and the challenges it poses for businesses which are engaged in cross border activities. The course introduces concepts and processes of global trade and foreign direct investment, international monetary system, regional economic integration, and foreign exchange markets. In a global economy, it is especially important to study differences between countries and understand how these differences are linked to the various strategic choices businesses adopt in order to compete internationally. Therefore, this course puts a special emphasis on national differences.

## GER 1120 - Elementary German I- (I)

**4 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing**
This course is for beginners or those with one year of high school German. Training in communication skills is presented through typical conversation, contemporary readings, visual aids, and laboratory exercises.

(I) International or diversity focus

## GER 1121 - Elementary German II- (I)

**4 credits**
**Prerequisites:** GER 1120
This course is for beginners or those with one year of high school German. Training in communication skills is presented through

typical conversation, contemporary readings, visual aids, and laboratory exercises. (**) Offered if sufficient demand

(I) International or diversity focus

## GIS 1040 - Geographic Information Systems (GIS)

**3 credits**
**Prerequisites:** ETD 1320 **or** CGS 1100
This course is an introduction to the use of GIS and the commands necessary to integrate databases with mapping applications. ArcView-GIS software will be used.

## GIS 1045 - Geographic Information Systems (GIS) Customization

**3 credits**
**Prerequisites:** ETD 1320 **or** CGS 1100
ArcView-GIS Software is used to study commands and procedures used in mapping and developing charts and tables. Avenue, ArcView's object-oriented programming language, is used to customize the ArcView graphical user interface. The basics of developing customized extensions are also covered. It is not necessary to have taken GIS 1040 first.

## GLY 1010C - Physical Geology

**4 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
This course is an introduction to the study of the materials, structures and features of the Earth and the processes that produced them. Topics addressed include classification of rocks, their origin, seismicity and plate tectonics in the Earth, glaciation, mountain building (orogeny), hydrology, weathering/erosion and geologic time. For both science and non-science majors. GLY 1010C and GLY 1100C may be taken in any order.

## GLY 1100C - Historical Geology

**4 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
This course is a study of the Earth's history through the study of rock layers, the interpretation of fossils, environmental conditions in which fossils existed, and the dynamic interactions which brought about changes in Earth's structure. The interpretation of the historical record and the evolutionary changes occurring among certain marine life and land flora and fauna is discussed. For both science and non-science majors. GLY 1100C and GLY 1010C may be taken in any order.

## HFT 1000 - Introduction to Hospitality Management

**3 credits**
This course provides students with a broad overview of the hospitality industry and traces its growth and development. It emphasizes various operation units of hospitality organizations such as food and beverage, sales, accounting, and human resources. Various hospitality organizations are discussed with regard to career opportunities and advancement including hotels/motels, restaurants, clubs, travel agencies, cruise ships, institutional services, and recreational parks. Past and present management techniques are also explored.

## HFT 1050 - Tourism and the Hospitality Industry

**3 credits**
This course takes a cross-disciplinary approach to examining tourism. It applies a social science perspective to the business of global tourism. In so doing, it provides students with the kind of practical information regarding perceptions and attitudes, social and cultural aspects, economic principles, business principles, and environmental aspects as they apply to tourism and hospitality and their future.

## HFT 1949 - Hospitality Management Internship I

**3 credits**
**Prerequisites:** GEB 1011 **and (**ACG 2011 **or** ACG 2021**), both with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course is designed to provide students with basic hospitality management work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## HFT 2410 - Front Office Procedures

**3 credits**
This course traces the flow of activities and functions performed in today's lodging operations with a comparison of manual, machine assisted, and computer based methods for each front office function. These include check out, reservations, accounting procedures, night audits, and safety and security.

## HFT 2501 - Hospitality Sales Promotion

**3 credits**

This course presents a practical understanding of the operating statement and precisely where, how, and why the sales effort fits into the total earnings and profit picture of a hospitality operation. Emphasis is on producing business at a profit.

## HFT 2600 - Hospitality Law

**3 credits**
This course provides an awareness of the rights and responsibilities that the law grants to or imposes upon employees of the hospitality industry, and illustrates the possible consequences of failure to satisfy legal obligations.

## HFT 2949 - Hospitality Management Internship II

**3 credits**
**Prerequisites:** HFT 1949 **and (**HFT 2600 **or** MAN 2021**), both with a grade of "B" or higher, 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course builds upon the experience learned in HFT 1949; it is designed to provide students with advanced hospitality management work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## HIM 1000 - Introduction to Health Information Management - AS

**3 credits**
**Prerequisites: Acceptance into the Health Information Technology Program**
This course provides an introduction to the profession, functions and management of health information. Topics covered will include healthcare delivery systems, the HIM profession, healthcare delivery settings, content and format of the patient record, numbering and filing systems, record storage and circulation, indexes, registers, health data collection, electronic health records, legal issues, coding and reimbursement.

## HIM 1140 - Essentials of Pharmacology - AS

**2 credits**
**Prerequisites:** HSC 1531**,** BSC 1084C**, and** HIM 1430**-all with a grade of "C" or higher**
This course will provide the student with a basic understanding of pharmacology. Information regarding drug classification, names, routes of administration, effects and references, and interpretation of the prescription will be studied.

## HIM 1211 - Electronic Health Records - AS

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course is designed to provide the HIM student with the foundational knowledge of how an electronic health record (EHR) is used in the ambulatory care setting. Direct hands-on experience using an educational version of an EHR will be provided.

## HIM 1430 - Principles of Disease - AS

**2 credits**
**Prerequisites:** HSC 1531 **with a grade of "C" or higher**
This course introduces the student to important concepts related to human diseases. The most common diseases and disorders of each body system are presented along with a review of the anatomy and physiology pertinent to the content. Additionally, the effects of aging on the system and the relationship of aging to disease are presented.

## HIM 1802 - Professional Practice Experience I - AS

**2 credits**
**Prerequisites:** HIM 1000 **with a grade of "C" or higher, and permission of the HIT Program Coordinator**
Entry-level directed practice designed to provide the student with a strong foundation in the technical aspects of HIM operations and processes. Activities will include review of patient registration, discharge record processing, data collection, record retrieval, release of information, data storage, and other departmental process functions.

## HIM 2012 - Healthcare Law – AS

**3 credits**
In-depth study of federal and state laws governing the preparation and use of protected health information. Topics include the United States legal system, the definition of the legal health record and its maintenance, content, use, access, disclosure, reporting and disposition.

## HIM 2210 - Healthcare Information Systems - AS

**3 credits**
**Prerequisites:** HIM 1000**,** HIM 1211**, and** CGS 1100**-all with a grade of "C" or higher**
This course will explore the various information systems currently in use in the healthcare environment. An emphasis will be placed upon the selection, implementation, use and management of information systems in healthcare.

## HIM 2214 - Healthcare Statistics - AS

**3 credits**
**Prerequisites:** HIM 1000**,** MAC 1105**, and** CGS 1100**-all with a grade of "C" or higher**
Presentation of basic health care statistics to provide the student with an understanding of the terms, definitions, formulas and software used in computing and presenting health care statistics.

## HIM 2222 - Basic ICD-9-CM Coding - AS

**4 credits**
**Prerequisites:** HSC 1531**,** BSC 1084C **and** HIM 1430**-all with a grade of "C" or higher, or permission of Health Information Technology Program Director**
This course provides a foundation using ICD-9-CM coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics.

## HIM 2253 - Basic CPT-4 Coding - AS

**4 credits**
**Prerequisites:** HSC 1531 **and (**BSC 1084C **or (**BSC 1093C **and** BSC 1094C**)), all with a grade of "C" or higher**
This course provides a foundation on the principles of using CPT-4 coding conventions, rules, methodology and sequencing, documentation requirements, coding resources and ethics.

## HIM 2283 - Advanced Coding and Reimbursement - AS

**2 credits**
**Prerequisites:** HIM 1000**,** HIM 2222**,** HIM 2253**, and** HIM 1140**-all with a grade of "C" or higher**
This course is designed to provide the student with instruction in the application of guidelines related to the abstracting, billing, reimbursement and data quality management principles of medical coding across all care settings.

## HIM 2510 - Quality Management in Healthcare - AS

**2 credits**
**Prerequisites:** HIM 1000 **and** MAC 1105**, both with a grade of "C" or higher**
This course is designed to provide the student with instruction in the foundations of quality improvement, risk management, patient safety, resource management, and evaluating individual competence in healthcare settings. Emphasis will be upon the measurement, assessment, and improvement processes and methods utilized in a continuous quality improvement program.

## HIM 2512 - Office Management and Supervision in Healthcare - AS

**3 credits**
**Prerequisites:** ENC 1101 **and** CGS 1100**, both with a grade of "C" or better**
This course is designed to acquaint the student with the concepts, principles, and functions of management and supervision of personnel in the health information management and medical office environment.

## HIM 2724 - Basic ICD-10 Coding - AS

**2 credits**
**Prerequisites:** HSC 1531**,** BSC 1084C**,** HIM 1430**-all with a grade of "C" or higher**
This course provides a foundation using ICD-10-CM/PCS coding conventions, rules, methodology and sequencing, data sets, documentation requirements, coding resources and ethics.

## HIM 2813 - Professional Practice Experience II - AS

**2 credits**
**Prerequisites:** HIM 1000**,** HIM 2222**,** HIM 2253**,** HIM 1140**-all with a grade of "C" or higher-and permission of the Health Information Technology Program Director**
**Corequisites:** HIM 2283
Directed practice designed to provide the student with a strong foundation in medical coding and revenue management. Activities will include inpatient, ambulatory surgery, emergency room and physician office coding and billing.

## HIM 2940 - Professional Practice Experience III - AS

**2 credits**
**Prerequisites:** HIM 2214**,** HIM 2012**,** HIM 1802**,** HIM 2813**,** HIM 2283**-all with a grade of "C" or higher-and permission of the Health Information Technology Program Director**
**Corequisites:** HIM 2210**,** HIM 2510**,** MAN 2021
Directed practice designed to provide the student with an experience in the managerial functions of a health information department. Activities will include review of organizational structure, employee orientation, job descriptions, flow of information, policies and procedures, privacy and security, information systems, data management, quality improvement and supervision.

## HSA 1100 - Orientation to Healthcare – AS

**3 credits**
This course will present an overview of the United States' health care system. Topics will include the structure of the current

health care system, the payment process from both the private and government perspective, types of health care providers, the various delivery systems, medical technology, pharmaceuticals, research and disease prevention.

## HSA 3113 - Contemporary Issues in Health Care

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course will explore current trends and policies that pertain to the practice and management of Respiratory Care and Cardiovascular Technology in the modern world.

## HSA 3383 - Fundamentals of Quality Management in Health Care

**3 credits**
**Prerequisites:** STA 2023 **with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The purpose of this course is to introduce the student to the processes of, and tools used in, Quality Management, to apply these techniques to the health care profession. It is also intended to use statistical methods and analysis to diagnose problems within the present health care system and recommend appropriate corrective actions.

## HSA 3430 - Health Care Economics

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course provides an application of economic principles to analyze how various economic systems and incentives affect patient, providers, and policy maker behavior in the delivery of modern health care.

## HSA 4184 - Management Strategies of Healthcare Organizations

**3 credits**
**Prerequisites: Admission into a Baccalaureate degree program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the**

**appropriate academic Dean**
The course provides both a general description and analysis of the management practices for the various health care organizations including but not limited to hospitals, long term care facilities, diagnostic centers, and private physician practices.

## HSC 1421 - Health, Safety, and Nutrition for the Young Child

**3 credits**
In this course students will learn the most current recommendations of health professionals for keeping young children healthy, safe and well nourished. Methods in which adults can help children develop healthy attitudes and practices will be explored.

## HSC 1531 - Medical Terminology

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
This course is designed to provide a basis for understanding, utilizing, and pronouncing the vocabulary used by health care professionals. The language of medicine becomes understandable through the study of word roots, combining forms, prefixes and suffixes. Major disease processes and pathological conditions of specific body systems will be discussed, along with diagnostic and surgical terms. This course has no accompanying laboratory and therefore cannot be used to meet the science requirement at Florida SouthWestern State College.

## HSC 3201 - Community Health

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The course examines the causes and management of human disease in urban and rural settings. Community-acquired diseases and resistant microorganisms are a focal area of study.

## HSC 4159 - Advanced Medical Pharmacology

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course builds on the foundation of pharmacologic practice for RC and CVT professionals for safe, effective administration of therapeutic drugs via the oral, aerosol, and parenteral routes. An emphasis is placed on agents with specific application to cardiopulmonary systems as well as analgesic, sedation, and anesthetic agents for critical and emergency care.

## HSC 4555 - Pathophysiologic Mechanisms

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The advanced diagnostic process is emphasized in this course with focus upon the causes of Cardio Pulmonary disease and injuries that impact the CP System structure and function. Disease etiology and pathogenesis of pulmonary disease, as well as potential therapeutic actions, are developed with critical thinking in response to the diagnostic process; treatment choices are also emphasized.

## HSC 4652 - Health Care Ethics

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The ethical, sociological, and medical-legal aspects of patient care are explored through discussion and situation analysis in this course with an emphasis on Cardiac and Pulmonary care issues.

## HUM 1949 - Humanities Internship I

**3 credits**
**Prerequisites: 6 credit hours of discipline specific coursework (courses in the 1000 or 2000 levels with prefixes for English, Literature, Art, Photography, Humanities, Music, Philosophy, Religion, Theater, or Library), each completed with a grade of "C" or higher; and 15 completed program hours (in AA General Education) or permission of Dean**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

## HUM 1950 - Humanities Study Tour- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
Florida SouthWestern State College sponsored study tour abroad with lectures before departure and en route. Journal required. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per

student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus
Note: The course HUM 1950 may be repeated as HUM 2950 once, if the itinerary of the second tour is significantly different from the first. Students will be escorted by an FSW professor.

## HUM 2020 - Introduction to Humanities

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
This course provides an introduction to the discipline of Humanities by focusing on special areas of study within the field. Through the examination of particular historical periods, media, or themes, the course will examine the relationship between different types of cultural production (such as art, literature, drama, architecture, music, film, television, etc.) and society, politics, history and/or values. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## HUM 2211 - Studies in Humanities: The Ancient World through the Medieval Period- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
This course is an interdisciplinary humanities course with a multicultural and global perspective. Drawing from the field of arts and letters, the course is a study of European culture from the prehistoric age through the end of the medieval period, as well as the cultures of Asia, Africa and the contemporary Americas. This course is termed a writing intensive course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## HUM 2235 - Studies in Humanities: The Renaissance through the Age of Reason- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
the field of arts and letters, the course is a study of European culture from the Renaissance through the Enlightenment, as well as the cultures of Asia, Africa and the contemporary Americas. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student including a minimum of three graded assignments over the

duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## HUM 2250 - Studies in Humanities: The Romantic Era to the Present- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
This course is an interdisciplinary humanities course with a multicultural and global perspective. Drawing from the field of arts and letters, the course is a study of European culture from Romanticism to the present, as well as the cultures of Asia, Africa and the contemporary Americas. This course is termed a writing intensive course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## HUM 2410 - Introduction to Asian Humanities- (I)

**3 credits**
This course examines dominant ideas and arts in South and East Asian cultures expressed in philosophy, literature, art, architecture, and music. Content focuses on India, China, and Japan, and covers the period from earliest civilization to the present.

(I) International and diversity focus

## HUM 2510 - Studies in Humanities: Humanities through the Arts- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student. Recommended: It is recommended that students complete at least one composition course before enrolling.**
This is a course which explores human values and our sense of selves as individuals in community through the arts. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## HUM 2930 - Studies in Humanities: Great Human Questions- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 *and* EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Recommended: Students complete at least one composition course before enrolling in this course.**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
Central humanities themes presented through the study of selected works and performances (in philosophy, literature, art, music, architecture, drama, or film), representing many periods and cultures and serving as a basis for discussion of issues-social and historical as well as aesthetic and philosophical-facing the individual and society. The course utilizes multiple perspectives and media presentations. It is recommended that students complete at least one composition course before enrolling. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## HUM 2949 - Humanities Internship II

**3 credits**
**Prerequisites:** HUM 1949 **with a grade of "C" or higher**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers/volunteer organizations. This course requires verified work hours and a written summary report at the end of the work experience.

## HUM 2950 - Humanities Study Tour- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
Florida SouthWestern State College sponsored study tour abroad with lectures before departure and en route. Journal required. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus
Note: The course HUM 1950 may be repeated as HUM 2950 once, if the itinerary of the second tour is significantly different from the first. Students will be escorted by a Florida SouthWestern State College professor.

## HUN 1201 - Human Nutrition

**3 credits**
**Prerequisites:** BSC 1010 **and** BSC 1010L**, both with a grade of "C" or better, or testing (CLEP Biology)**
This is an introductory course to the scientific principles of nutrition, covering the role of specific nutrients, their digestion, absorption, and metabolism, sources of the nutrients and requirements of the various age groups. This course cannot be used to meet the AA Science requirement since it has no accompanying laboratory.

## HUS 1001 - Introduction to Human Services

**3 credits**
This course explores the field of human services, including health, mental health, public administration, education, social welfare, recreation, criminal justice, youth services, and rehabilitation. Emphasis is placed on the variety of expectations and perceptions of consumers of human services. Basic helping and communication skills will be developed by the students.

## HUS 1013 - Self Esteem in Human Services

**3 credits**
**Prerequisites:** HUS 1001 **with a grade of "C" or higher**
This course is to assist students in integrating self-esteem principles and methods into human services practice. Students will learn and apply techniques for enhancing self-esteem and then integrate them into human services practice. The student will learn skills for assessing and improving their own self-concepts and also incorporate these skills into their work in the human services field.

## HUS 1111 - Introduction to Intra/Inter Personal Processes

**3 credits**
**Prerequisites:** HUS 1001 **with a grade of "C" or higher**
An introductory course offering experience in which specific skills needed for effective human service workers are examined and practiced. The focus is on the dynamics of intra- and interpersonal processes.

## HUS 1320 - Theories and Foundations of Crisis Intervention

**2 credits ***
**Prerequisites: HUS 1001 and HUS 1111, both with a grade of "C" or higher ****
***As of Summer 2016 term credit hours will increase to 3 credits**

****** As of Summer 2016 term prerequisite will change to the following: HUS 1001 with a grade of "C" or higher**

This course will provide a comprehensive overview of the history of crisis intervention and crisis theory. In addition, it will also

present a comprehensive model of crisis intervention and will include developing listening and understanding skills, as well as assessment approaches and interventions.

## HUS 1400 - Alcoholism and Other Drug Abuse

**3 credits**
An introductory course that takes an analytical approach to identification, intervention, prevention, treatment and rehabilitation programming. Appropriate legislation and regulations governing rights of clients are examined. The community resources available for dealing with alcoholics and other drug abusers are identified, along with appropriate methods for the utilization of these resources.

## HUS 1640 - Principles of Youth Work

**3 credits**
**Prerequisites:** DEP 2004 **with a grade of "C" or higher**
This course provides an understanding of the dynamics that influence and shape youth behavior. The course emphasizes: effective verbal and non-verbal communication skills; developmental stages exclusion and inclusion, trust, and respect. The course prepares students to function as youth workers using a youth development approach in community-based, residential, group home and other youth work environments. Students will explore these concepts: developing a professional awareness of youth work; identifying and distinguishing between asset building models and deficit based models of adolescent development; and developing a capacity to design and implement programs consistent with the needs of youth in relation to available resources.

## HUS 2200 - Dynamics of Groups and Group Counseling

**3 credits**
**Prerequisites: HUS 1001 and HUS 1111 , both with a grade of "C" or higher**
This course provides students with techniques and rationale for groups and group counseling within the realm of: 1) the community and its human service networks; 2) group processes; and 3) group dynamics, including cohesion, conflict problem-solving and communication systems.

## HUS 2302 - Basic Counseling Skills

**3 credits**
**Prerequisites:** HUS 1001 **and HUS 1111 , both with a grade of "C" or higher**
In this course, students will learn counseling theory, interviewing, data gathering, observing, diagnostic assessment, treatment planning, and intervention skills for use in the counseling and human services profession. Case management and personal ethics will be included. This course will include dealing with clients of all ages and ethnicities. The human services professional works using a team approach to providing care. The role and interactions in the team will also be studied.

## HUS 2315 - Studies in Behavioral Modification

**3 credits**
**Prerequisites: PSY 2012 with a grade of "C" or higher**
This course is the study of the use of basic behavior modification techniques in human services. Emphasis is on the application of operant conditioning techniques for adults and children.

## HUS 2404 - Working with Alcoholics and Other Drug Abusers

**3 credits**
**Prerequisites: HUS 1111 and HUS 1400, both with a grade of "C" or higher**
This course provides both theoretical information and practical application of counseling techniques which have been effective in working with alcoholics and other drug abusing clients. Through role playing, readings, structured class exercises, class discussions and lectures, students become familiar with a variety of counseling theories, techniques and modalities.

## HUS 2406 - Pharmacology in Drug Abuse

**3 credits**
**Prerequisites:** HUS 1111 **and** HUS 1400**, both with a grade of "C" or higher**
In this course, different types of drugs are studied as to the pharmacokinetics and pharmacodynamics of the drugs. The broad spectrum of drug problems in the country, as well as abuse treatment and prevention, are studied. Students will explore their own attitudes toward drugs, drug abuse, and substance abuse.

## HUS 2411 - Introduction to Chemical Dependencies

**3 credits**
**Prerequisites: HUS 1400 with a grade of "C" or higher**
This course offers a basic overview of the disease of addiction/chemical dependency, the historical perspective of addiction and disorders, DSM-V criteria necessary to diagnose addiction/dependence and abuse, introductory knowledge on the permanent brain chemistry, and also addresses the issue of addictions in special populations and different cultures.

## HUS 2428 - Treatment and Resources in Substance Abuse

**3 credits**
**Prerequisites: HUS 1400 with a grade of "C" or higher**
The student in this course will study the symptoms of drug abuse, the usual progression of substance abuse, the effect of substance abuse on specific groups, intervention opportunities, and phases of recovery. Denial and other resistant behaviors are studied along with addiction prevention strategies.

## HUS 2500 - Issues and Ethics in Human Services

**3 credits**
**Prerequisites: HUS 1001, HUS 1111, and HUS 1013, all with a grade of "C" or higher**
This course continues the human services emphasis on professional practice and responsibilities. The legal and ethical framework of the Human Services profession will be discussed. Procedures for accurately using client data, understanding the Health Insurance Portability and Accountability Act (HIPPA), informed consent, confidentiality, the Patient Bill of Rights and integration of the Human Services Code of Ethics from the National Organization for Human Services Standards will be reviewed. It adds to the student's knowledge and practice of legal and ethical problems and professional codes of ethics in human service fields. In addition, topics explored include sources of burnout and helper self-care; reporting illegal or unethical practices; recognizing and reporting abuse; current political and social issues; effective personal and professional skills.

## HUS 2525 - Current Issues in Mental Health and Human Services

**3 credits**
**Prerequisites: PSY 2012, HUS 1001 , and HUS 1111 , all with a grade of "C" or higher**
This course provides an overview of major mental health disorders with an emphasis on their attendant behaviors, appropriate interaction between the human services professional and the effects of mental disorders on the self, the family, and the community. Assessment, case management, treatment and available resources are addressed.

## HUS 2540 - Building Stronger Families and Communities

**3 credits**
This course provides an understanding of the essential role that human service professionals play in facilitating healthy families and communities, including the effects of poverty, inequality, unemployment, child abuse, substance abuse, and domestic violence. The course provides strategies for empowering families to apply effective parenting skills; develop healthy lifestyles; promote self-esteem and self-worth; assume responsibility; use problem-solving skills; resolve conflicts; identify alternatives; and make healthy choices.

## HUS 2551 - Multicultural Perspectives in Human Services (I)

**3 credits**
This course addresses cultural diversity and its implications for effective counseling and human service practice. It considers the psychological impact of factors such as sex, race, ethnicity and culture, religious preference, socioeconomic status, sexual orientation, and physical disability. It explores common stereotypes and out-group prejudices and how to overcome them in counseling. Finally, it reviews counseling and teaching issues and strategies for diverse families and clients.

(I) International or diversity focus

## HUS 2842L - Counseling Residency I

**3 credits**
**Prerequisites: HUS 1320, HUS 1400 , HUS 2200, HUS 2302 , and HUS 2500, all with a grade of "C" or higher**
This course is designed to provide students with major-related, supervised, evaluated practical training work experiences. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. The student must fulfill the requirement of 45 on-the-job hours for each credit earned in addition to written assignments.

## HUS 2843L - Counseling Residency II

**3 credits**
**Prerequisites: HUS 2842L and PSY 2012 with a grade of "C" or higher**
This course is designed to provide students with major-related, supervised, evaluated practical training work experiences. Students are graded on the basis of documented learning acquired through hands-on experiences in an actual work setting. The student must fulfill the requirement of 45 on-the-job hours for each credit earned in addition to written assignments. This course will provide advanced counseling experiences compared to HUS 2308L.

## HUS 2905 - Directed Individual Study

**2 credits**
**Prerequisites: HUS 1001 , HUS 1013 , HUS 1111 , HUS 1320, HUS 1400, HUS 2200 , and HUS 2302, all with a grade of "C" or higher.**

This course continues the human services emphasis on professional practice and responsibilities. An integration of all of the previously experienced Human Services coursework will culminate in this seminar/directed independent study experience. Under the supervision of a Human Services professional, students will have the opportunity for consultation and coaching. The course will be uniquely designed for each student based on an interview of their personal and professional goals and will serve to prepare students to enter the profession of Human Services.

## IDS 2110 - Special Topics: Ethnomathematics

**1 credit**
**Prerequisites: Minimum of 45 college level credit hours**
This course is an interdisciplinary course that allows students to synthesize key components of their general education experiences while focusing on a specific theme. This particular course focuses on the topic of ethnomathematics and will begin with a discussion of how mathematics is or was used in daily life within the context of various cultures. The latter part of the course will consist of individual student presentations on a topic of their choice related to ethnomathematics. Presentations and/or work leading up to the presentations must include evidence of mastery of all five of the general education learning outcomes.

## IDS 2930 - Special Topics in Arts and Sciences- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
This course examines selected problems or issues from multiple perspectives in the Arts and Sciences. Selected topics will range from addressing the great questions of human existence such as good and evil, religion, the meaning of life, and the place of human beings in the universe, to contemporary issues such as climate change, sustainability, cultural pluralism, the use of technology, and terrorism. This course is termed a writing-intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing-intensive course requirements. This course will be taught by two faculty members including at least one faculty member from the Department of Humanities and Fine Arts.

(I) International or diversity focus course

## INP 2390 - Human Relations in Business and Industry

**3 credits**
This course focuses on the study and analysis of personal and personnel relationships in occupations. It covers the techniques and dynamics underlying harmonious relationships in work organizations and the importance of the working environment as it affects human services and productivity.

## INR 2002 - International Relations- (I)

**3 credits**
This course presents the interactions of nation states in terms of political, economic, psychological, and cultural factors; power, morality and law among states; conflict and cooperation in the pursuit of national interests; and international political systems and their functions.

(I) International or diversity focus

## INR 2500 - Model United Nations (I)

**3 credits**
This course is designed to provide an understanding of international political, economic, and social systems. The course integrates the basic concepts of International Relations with an orientation to the functions and processes of the United Nations. This course will include current events, pressing international issues, the basics of international law and some of the protocol and procedures of diplomacy. All of this will assist students in preparing for their role as a diplomat at the National Model United Nations conference at Harvard University.

(I) International or diversity focus

## ISC 1001C - Foundations of Interdisciplinary Science I

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
Foundations of Interdisciplinary Science is designed to provide a broad foundation in science for non-science majors. The two-course sequence emphasizes scientific and laboratory activities in a hands-on learning environment. ISC 1001C addresses the scientific method, geologic processes and the structure of the Earth, the solar system and star formation, electricity and magnetism and wave energy. The relationships of science to other fields of knowledge and to society are emphasized. This course is recommended as a general education course for non-science majors.

## ISC 1002C - Foundations of Interdisciplinary Science II

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
Foundations of Interdisciplinary Science is designed to provide a broad foundation in science fornon-science majors. The two-course sequence emphasizes scientific and laboratory activities in a hands-on learning environment. ISC 1002C covers the topics of energy, nuclear reactions and nuclear energy, chemistry and environmental biology. The relationships of science to other fields of knowledge and to society are emphasized. This course is recommended as a general education course for non-science majors.

## ISC 3120 - Scientific Process (FGCU course)

**3 credits**
**Prerequisites: OCE 3008C with a minimum grade of "C" or** BSC 1051C **with a minimum grade of "C" or** PCB 3063C **with a minimum grade of "C" or** PCB 3023C **with a minimum grade of "C" or (CHM 2211C with a minimum grade of "C" or (**CHM 2211 **with a minimum grade of "C" and** CHM 2211L **with a minimum grade of "C")) and (**STA 2023 **with a minimum grade of "C" or STA 2037 with a minimum grade of "C")**
Introduction to the philosophy, methodology, and ethics of scientific practice via classroom discussion and literature review. Focus on philosophical and practical differences between physical and historical science; hypothesis generation and testing; experimental design; construction of a research proposal; composition of a scientific paper; oral presentation; and critical review.

## ISM 3004 - Information Resources Management for Business

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course provides coverage of information management principles in business including information systems concepts, integration of information technology in a business environment and information technology infrastructure. The importance of end-user computing is stressed and tools used to achieve this are explored. This course will focus on case studies, projects and group interaction to assist students in learning how technology can best be utilized in a business environment. As part of this process, computer hardware, software, networking, security and the ethical use of information resources are covered.

## ISM 3113 - Systems Analysis and Design

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course introduces the analysis, design, implementation and operation of information systems. The course contrasts different approaches to analyzing information systems' needs and the steps required to design and implement the system. User interface design, databases, reporting and interaction with internal, external and legacy systems are analyzed. Topics on cost/benefit analysis, outsourcing, security, training, case tools and life cycle of new or replacement systems are covered.

## ISM 4153 - Enterprise Information Systems

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course provides coverage of information management principles in business including information systems concepts, integration of information technology in a business environment and information technology infrastructure. The importance of end-user computing is stressed and tools used to achieve this are explored. This course will focus on case studies, projects and group interaction to assist students in learning how technology can best be utilized in a business environment. As part of this process, computer hardware, software, networking, security and the ethical use of information resources are covered.

## ISM 4220 - Distributed Information Systems

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course introduces the analysis, design, implementation and operation of telecommunications and distributed information systems. Students learn the fundamentals of data communications, network architectures, network hardware, communication protocols, Internet based applications, network management, network security and network access methods as they apply to business information systems.

## JOU 1100 - Basic Reporting

**3 credits**
This course introduces the profession with emphasis on theory and practice of writing news.

## JOU 1949 - Journalism Internship I

**3 credits**
**Prerequisites: 6 credit hours of discipline specific coursework (course in the 1000 or 2000 levels with prefixes JOU, MMC, or SPC), each completed with a grade of "C" or higher; 15 completed program hours (in AA General Education) or permission of Dean**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

## JOU 2949 - Journalism Internship II

**3 credits**
**Prerequisites:** JOU 1949 **with a grade of "C" or higher**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers/volunteer organizations. This course requires verified work hours and a written summary report at the end of the work experience.

## LAE 3324C - Middle Grades Practicum I: Composition

**4 credits**
**Prerequisites:** ENC 1101**,** ENC 1102**, 3 credits of college level mathematics,** EDM 3230**,** EDG 3410**,** EDG 4004**-- all with a grade of "C" or higher**
**Required: This course requires 35 hours of practicum in a 5-9 classroom setting over a minimum of eight weeks.**
This course is designed to prepare teacher candidates to teach composition in grades 5-9. Teacher candidates will survey various composition styles and rhetorical methods. Writing workshop methodology will be applied to standards-based language arts instruction. Research and methods on dialect diversity, development of semantics and the teaching of Standard English grammar will be considered as lessons are created. This course requires thirty-five hours of practicum in a 5-9 classroom setting.

## LAE 3326C - Middle Grades Practicum II: Literature

**4 credits**
**Prerequisites:** ENC 1101**,** ENC 1102**, 3 credits of college level mathematics,** EDM 3230**,** EDG 3410**,** EDG 4004**-- all with a grade of "C" or higher**
**Required: This course requires 35 hours of practicum in a 5-9 classroom setting over a minimum of eight weeks.**
This course is designed to prepare teacher candidates to teach literature in grades 5-9. Teacher candidates will use standard-based instruction to design lessons with literature as a centerpiece for developing the five strands of the language arts. Reader Response theory, Socratic seminars, and Reading workshop methodology will be explored. This course requires thirty-five hours of practicum in a middle grades (5-9) classroom setting.

## LAE 3332 - Applied Linguistics for Teachers

**3 credits**

**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Associate Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to prepare teacher candidates with contemporary approaches to English linguistics as taught in Florida public secondary schools. In this course teacher candidates will examine English language grammar, usage, dialectology, diction, vocabulary development, semantics and lexicography. The linguistic content will be related to contemporary theories of teaching and learning in addition to theories of language acquisition.

## LAE 3333 - Teaching Composition

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to prepare teacher candidates to teach writing to middle grades learners. This course will explore the connections between the form and content of compositions. Teacher candidates will engage in writing workshop seminars to develop their own writing as well as prepare writing workshop lessons for middle grades learners. Teacher candidates will integrate instruction in writing with literature and grammar.

## LAE 4416 - Children's Literature

**3 credits**
**Prerequisites:** Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; prior to enrolling in any upper level course (course number beginning with a 3 or 4), students complete the following courses with a grade of "C" or better:  ENC 1101 English Composition 1, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic dean.
This course is designed to expose teacher candidates to a survey of literature for children.  It will include the selection, evaluation, and use of fiction, nonfiction, and poetry for instructional, informational, and recreational purposes in elementary education. Teacher candidates will incorporate analytical thinking, writing skills, and oral expression as they are applied to the study of children's literature and its authors and illustrators.

## LAE 4464 - Adolescent Literature

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to expose teacher candidates to a survey of literature appealing to adolescents including Young Adult (YA) literature. Teacher candidates will survey classics and contemporary works used in language arts classes (grades 5-9). Topics may include Mythology, Classical Literature, World Masterpieces, Contemporary Literature, Historical Fiction, Science

Fiction, and Graphic Novels. Teacher candidates will design instruction with YA literature as a centerpiece for developing the five strands of the language arts. Issues of censorship will be addressed.

## LAE 4940 - Internship in Middle Grades Language Arts

**12 credits**
**Prerequisites: Successful completion of all other coursework in the B.S. in Middle Grades Education program of studies; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: This course requires teacher candidates to lead instruction in an area 5-9 language arts classroom under the supervision of a trained clinical educator. The internship requires 15 weeks in a 5-9 classroom for the duration of the mentor teacher's contracted day.**
This course requires teacher candidates to lead instruction in an area 5-9 language arts classroom under the supervision of a trained clinical educator. Guided by the Florida Educator Accomplished Practices, ESOL Performance Standards, ESOL K-12 Competencies and Skills, and Reading competencies, teacher candidates will write lesson plans, choose materials, conduct lessons, and manage student behavior during one semester of full day internship. Over the course of the internship, teacher candidates will conduct systematic inquiry about their work with children in 5-9 school settings and continually revise their classroom instruction and management through a cycle of reflective practice. Teacher candidates will participate in a series of required mandatory seminars at Florida SouthWestern State College.

## LIN 1670 - Basic English Grammar

**1 credit**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019**)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
A course designed for those students desiring more intensive work in grammar and syntax. It includes the study of grammatical principles and theory and application of those principles in exams and brief writing assignments. This course is particularly suitable for students enrolled in writing intensive courses who could benefit from more concentrated grammar review. The course also provides transfer students with a one-hour course that would help them meet the composition requirement for Florida SouthWestern State College's general education program. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

## LIS 2004 - Internet for College Research

**1 credit**
This course is designed to help students become familiar with the Internet and information resources of value in college research. Through the use of finding tools and informational resources on the Internet, students develop increased skills in identifying, using, and evaluating electronic information resources. Classroom activities and practical experience in using the Internet will provide students with the basic research skills necessary for information literacy in today's world.

## LIT 2000 - Introduction to Literature (I)

**3 credits**
**Prerequisites:** ENC 1101  Composition I with a grade of "C" or higher
A survey of literature across a variety of genres, historical periods, and cultures. This course examines the important role literary works have played in shaping individuals' lives as well as their cultural and ideological influences on society. This course also provides students with a foundation for reading critically and writing about literature as well as for planning, researching, and organizing critical essays. This is a writing intensive course that requires a minimum of 4,000 words and must be passed with at least a "C".

(I) International or diversity focus

## LIT 2090 - Contemporary Literature

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
The focus of this course is an examination of themes and ideas reflected in the writings of contemporary American authors who have won major awards for works of fiction and poetry since 1985.

## LIT 2110 - World Literature I- (I)

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course presents a study of great works of literature and recurrent themes and ideas, including literature of the Greeks, the Middle Ages, and the Renaissance.

(I) International or diversity focus

## LIT 2120 - World Literature II- (I)

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher**
This course presents a study of great works of literature and recurrent themes and ideas from the late 17th century through the modern period.

(I) International or diversity focus

## MAC 1105 - College Algebra

**3 credits**
**Prerequisites:** MAT 1033 **with a minimum grade of "C" or testing**
Topics include linear, quadratic, rational, radical, exponential, and logarithmic functions. Graphing and applications are emphasized. A graphing calculator is required. Credit is not given for both MAC 1105 and MAC 1106. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 1106 - Combined College Algebra/Pre-Calculus

**5 credits**
**Prerequisites:** MAT 1033 **with a minimum grade of a "B" or testing**
Major topics of this course include: functions and relations including domain and range, operations on functions, inverse functions, polynomial, rational, and other algebraic functions, their properties and graphs; polynomials, absolute value, rational equations and inequalities; exponential and logarithmic functions, their properties and graphs; solving systems of equations and inequalities, matrices, determinants, piecewise-defined functions; conic sections; sequences and series; applications such as curve fitting, modeling, optimization, and exponential and logarithmic growth and decay; mathematical induction; binomial theorem and applications. A graphing calculator is required. Credit is not given for both MAC 1106 and MAC 1105, or for both MAC 1106 and MAC 1140. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 1114 - Trigonometry

**3 credits**
**Prerequisites: (**MAC 1105 **or** MAC 1106**) with a minimum grade of "C", or appropriate CLM score**
Topics in this class include the real number system, circular functions, trigonometric functions, inverse relations and functions, trigonometric graphs, solutions of triangles and trigonometric equations, polar coordinates, and complex numbers. This course contains all of the features of trigonometry found in MAC 1147, with additional emphasis on applications. A graphing calculator is required. (May be taken concurrently with MAC 1140.) Credit is not given for both MAC 1114 and MAC 1147. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 1140 - Pre-Calculus Algebra

**3 credits**
**Prerequisites:** MAC 1105 **with a minimum grade of "C" or appropriate CLM score**
This is an algebra class designed to prepare students to enter either engineering or calculus courses. Topics covered include exponential and logarithmic functions, polynomials, rational functions, conic sections, sequences and series, mathematical induction, the binomial theorem, and matrices. A graphing calculator is required. Credit is not given for both MAC 1140 and MAC 1106, or for both MAC 1140 and MAC 1147. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 1147 - Pre-Calculus Algebra/Trigonometry

**5 credits**
**Prerequisites:** MAC 1105 **with a minimum grade of "B", or appropriate CLM score and high school trigonometry**
This course is designed for students with strong mathematical backgrounds who need a refresher course before beginning the Calculus sequence. Topics covered are a combination of topics from MAC 1140 and MAC 1114. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement. Credit is not given for both MAC 1147 and MAC 1114, or for both MAC 1147 and MAC 1140.

## MAC 2233 - Calculus for Business and Social Sciences I

**4 credits**
**Prerequisites: (**MAC 1105 **or** MAC 1106 **or** MAC 1140**) with a minimum grade of "C", or appropriate CLM score**
This course is designed for students in business and related studies that need calculus but not trigonometry. Included is a review of equations and inequalities and their applications, functions and graphs, and exponential and logarithmic functions. Major topics include the mathematics of finance, limits and continuity, differentiation and integration, and applications of these. A graphing calculator is required. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 2311 - Calculus with Analytic Geometry I

**4 credits**
**Prerequisites: (**MAC 1106 **&** MAC 1114 **with minimum grade of "C" in each course) or (**MAC 1140 **&** MAC 1114 **with a minimum of "C" in each course) or** MAC 1147 **with a minimum grade of "C"**
This course is designed for students majoring in science, mathematics, or engineering. Topics include: limits, differentiation, and integration of algebraic, trigonometric, logarithmic andexponential functions and applications. This course is sequential with MAC 2312 and MAC 2313. A graphing calculator is required. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 2312 - Calculus with Analytic Geometry II

**4 credits**
**Prerequisites:** MAC 2311 **with minimum grade of "C" or permission of instructor**
This course presents differentiation and integration of trigonometric and hyperbolic functions, special techniques of integration, improper integrals, sequences, infinite series, and analytic geometry in three-dimensional space. A graphing calculator is required. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAC 2313 - Calculus with Analytic Geometry III

**4 credits**

**Prerequisites:** MAC 2312 **with a minimum grade of "C" or permission of instructor**
This course includes study of linear systems, matrices, partial derivatives, multiple integration, line integrals, polar coordinates, and vectors in the plane. A graphing calculator, TI-86, or equivalent, is required. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAE 3320C - Teaching Methods in Middle School Mathematics with Practicum

**4 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education;** ENC 1101**,** ENC 1102**, 3 credits of college level mathematics,** EDM 3230**,** EDG 3410**,** EDG 4004**-all with a grade of "C" or higher**
This course is required in the undergraduate Middle School Mathematics Education and Secondary Mathematics Education programs. Its major goal is to provide prospective middle school teachers the opportunity to develop concepts, skills, and pedagogical procedures for the effective teaching of mathematics in grades 6-9. To this end, the course will provide for an integration of mathematics content and the middle school philosophy while examining learning and teaching at this level. Such a course is recommended by the National Council of Teachers of Mathematics (NCTM). This course includes a 35-hour practicum in a middle grades mathematics classroom.

## MAE 3823C - Teaching Algebra in Middle School with Practicum

**4 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education;** EDG 4004**,** EDG 3410 **and** EDM 3230**--all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean This course is required in the undergraduate Middle Grades Mathematics Education program.**
This course is designed to develop a background for the middle school mathematics teacher to understand the relationship between the brain and learning, the meaning of conceptual change, some of the historic symbolic language, the geometric terms used for shapes and simple relationships, the significance for readiness of abstract thought, and the importance of variety in teaching through presentations that utilize technology and connections to out-of-school experiences. The course will emphasize the constructivist approach and the teaching of solving problems mathematically. The course will utilize National Council of Teachers of Mathematics (NCTM) Standards and Sunshine State Standards (SSS) in problem solving in algebraic and geometric applications as well as applications with basic numerical operations. This course includes a 35-hour practicum in a middle grades algebra classroom.

## MAE 4330C - Teaching Methods in Secondary School Mathematics with Practicum

**4 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education;** ENC 1101**,** ENC 1102**, 3 credits of college level mathematics,** EDM 3230**,** EDG 3410**,** EDG 4004**-all with a grade of "C" or higher**
**Required: This course requires 35 hours of practicum in a 6-12 classroom setting over a minimum of ten weeks.**
This course is required for teacher candidates who are majoring in Mathematics Education. It is designed to prepare the teacher

candidate for a successful internship experience by bridging the perceived gap between theory and practice. This course addresses the required instructional methods, techniques, strategies, resources and assessment considerations for effective teaching of secondary mathematics including pedagogy of early algebra, geometry, trigonometry and calculus through the use of problem solving, cooperative learning and appropriate technology.

## MAE 4940 - Internship in Middle and Secondary Education with Mathematics Emphasis

**12 credits**
**Prerequisites: Successful completion of all other coursework in the B.S. in Secondary Education Mathematics program of studies and/or permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: The internship requires a minimum of 15 weeks in a 5-9 or 6-12 setting.**
This course requires teacher candidates to lead instruction in an area 5-9 or 6-12 mathematics classroom under the supervision of a trained clinical educator. Guided by the Florida Educator Accomplished Practices, ESOL Performance Standards, and ESOL K-12 Competencies and Skills, teacher candidates will write lesson plans, choose materials, conduct lessons, and manage student behavior during one semester of full day internship. Over the course of the internship, teacher candidates will conduct systematic inquiry about their work with students in 5-9 or 6-12 school settings and continually revise their classroom instruction and management through a cycle of reflective practice. The teacher candidates will also participate in a series of required mandatory seminars at Florida SouthWestern State College.

## MAE 4943 - Internship in Middle Grades Mathematics Education

**12 credits**
**Prerequisites: Admission into the Bachelor of Science in Education Program or special permission from the Dean of the School of Education;** EDG 4004**,** EDG 3410**, and** EDM 3230**-all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: This course requires teacher candidates to lead instruction in an area 5-9 mathematics classroom under the supervision of a trained clinical educator. The internship requires 15 weeks in a 5-9 classroom for the duration of the mentor teacher's contracted day.**
This course requires teacher candidates to lead instruction in an area 5-9 mathematics classroom under the supervision of a trained clinical educator. Guided by the Florida Educator Accomplished Practices, ESOL Performance Standards, and ESOL K-12 Competencies and Skills, teacher candidates will write lesson plans, choose materials, conduct lessons, and manage student behavior during one semester of full day internship. Over the course of the internship, teacher candidates will conduct systematic inquiry about their work with children in 5-9 school settings and continually revise their classroom instruction and management through a cycle of reflective practice. Teacher candidates will also participate in a series of required mandatory seminars at Florida SouthWestern State College.

## MAN 1949 - Management Internship I

**3 credits**

**Prerequisites:** GEB 1011 **and (**ACG 2011 **or** ACG 2021**) both with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course is designed to provide students with basic management work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## MAN 2021 - Management Principles

**3 credits**
This course presents basic management principles and theory, including the history, progress, and functions of management. The relation of management principles to operations and the management process in business are emphasized. Leadership and motivational techniques plus organizational structure are also covered.

## MAN 2582 - Principles of Project Management

**3 credits**
This course covers the skills to complete projects on time and within budget and the entire project life cycle from initiation and planning through execution, acceptance, support and closure. This is an introductory course in project management concepts, designed to prepare students to utilize project management techniques in the workplace. The course will prepare the student for further study in project management and related areas. The course will pay particular attention to the nine functional areas of project: scope, time, cost, quality, human resources, communication, risk, procurement, and integration and their relationship to initiation, planning, execution, controlling, and closing. Students should have computer literacy.

## MAN 3046 - Leadership and Team Development

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an in-depth study of self-directed work teams and the team processes in the work setting. The course focuses on the leadership of teams for effective performance and member satisfaction. The course also addresses the attitudes, behaviors, and idiosyncrasies of team members.

Note: This course is intended for students in the BAS in Supervision and Management Program.

## MAN 3081 - Introduction to E-Business

**3 credits**
**Prerequisites:** ENC 1101**,** ENC 1102**, and 3 semester hours of college level mathematics**
This course is a survey of the various types of e-business and their economic, financial, accounting, ethical, legal and regulatory implications. The course will examine the impact of e-businesses on major traditional industries and examine how to build models leading to profitable businesses.

## MAN 3120 - Organizational Behavior and Leadership

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This is an applied leadership course with a focus on case studies; projects and group interaction, including theoretical background on group dynamics; small group behavior and motivation; power; types of groups; verbal and non-verbal communication skills; organizational change; and teambuilding.

## MAN 3301 - Human Resources Management

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course analyzes modern methods and theories in human resources management personnel administration. Topics include: recruitment, promotion, performance evaluation, dismissal, and training. Staffing strategy, benefits and relevant regulation are also covered.

## MAN 3303 - Leadership and Management Practices

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course consists of a comprehensive study of the contrasting theories of leadership; current theories of leadership, management, and supervision; as well as current trends and issues for business managers. In addition, this course focuses on applications and cases for the development of the student's leadership and management competencies.

## MAN 3504 - Operations and Supply Chain Management

**3 credits**

**Prerequisites: Restricted to students with majors in Public Safety Administration or Supervision and Management; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course provides detailed analysis of concepts in design and control of operating systems. Students will address issues in facility location and layout, work standards, quality control, MRP, planning and scheduling applied to production and service systems.

## MAN 3641 - Organizational Research

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course introduces students to basic research paradigms to enable them use and evaluate appropriate research tools, approaches, and methods in data collection and analysis. In addition, students use critical thinking to aid in drawing conclusions from data collected and in interpreting research outcomes in a given organizational scenario. Ethical concepts relating to the research process are emphasized.

## MAN 3864 - Managing a Family Business

**3 credits**
**Prerequisites:** Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean AND ENT 3003 Entrepreneurship I
This course addresses the special issues facing family owned and managed firms. It further provides an appreciation for the dynamics in such firms and examines how to cultivate appropriate professional managers in such organizations.

## MAN 3949 - Management Internship II

**3 credits**
**Prerequisites: (**GEB 1949 **or** MAN 1949**) and** MAN 2021**, both with a grade of "B" or higher, 12 credit hours of upper-level ACG, ENT, FIN, ISM, MAN, MAR, MNA, AND/OR PAD coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean. Students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics, or permission from the appropriate academic dean.**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an internship application with the School of Business and Technology.**
This course builds upon the experience learned in MAN 1949; it is designed to provide students with advanced management work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## MAN 4113 - Understanding and Managing Diversity- (I)

**3 credits**
**Prerequisites:** ENC 1101**,** ENC 1102**, and 3 semester hours of college level mathematics**
This course examines, from a management perspective, mining the value in the vast similarities and dissimilarities that accrue to today's workforce as a result of differences in individual backgrounds, abilities, socio-economic standing, gender, educational attainment, culture, religion, age, and other differentiating factors. Emerging styles of leadership among people of diverse backgrounds are explored as solutions, not as problems.

(I) International or diversity focus

## MAN 4402 - Employment Laws and Regulations for Human Resources

**3 credits**
**Prerequisites: Restricted to students with majors in Public Safety Administration or Supervision and Management; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course analyzes the federal and state regulation of the employment relationship, including wage and hour laws; EEO; and Affirmative Action programs. Students will address human resource issues such as: employee benefits, insurance, workers' compensation, safety, health, employees' personal rights and collective bargaining legislation.

## MAN 4570 - Retail Logistics Management

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean AND MAR 3802 , Marketing for Managers**
This course focuses on managing the retail organization's logistics and the supply chain relationships that provide a competitive advantage in the retail environment. Competencies are built around retail inventory and logistics management processes and methods used to keep track of inventory. Topics include methods for forecasting needs, ordering, buying, shipping, receiving, tracking inventory, retail turnover, product performance, reducing shrinkage,  and inventory storage.

## MAN 4701 - Business Ethics and Society

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**

This course explores roles of personal, organizational, and societal values and ethics in society. Topics include exploration of individual ethics, values, and goals; the study of ethical behavior within organizations as it influences people, products, and the work environment; and the exploration of the appropriate roles of individuals, organizations and government in society.

## MAN 4720 - Strategic Management and Organizational Policy

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course examines strategic planning and work organization as well as the development of organizational policies and procedures. Topics include corporate planning, organizational analysis and design, change implementation, design and oversight of policies, determination and development of organizational direction, development of organizational strategy, strategic evaluation and control, and ethical strategies.

## MAN 4723 - Strategic Management Capstone

**3 credts**
**Prerequisites:** Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean. Course must be taken in the last term and must be taken at FSW.
This course examines strategic management from three different perspectives of analyzing an existing strategy, formulating a new strategy based on changes internally and externally in the market and third in implementing that new strategy. The course also provides a capstone experience by examining and finding alternative solutions for an existing business issue or for capturing a business opportunity with the use of concepts and knowledge gained in the prior courses taken in this degree program. The course will also include a business simulation, with teams leading a global business enterprise as a group member of the leadership team making over fifty business decisions in all functions weekly.

## MAN 4915 - Management Capstone

**3 credits**
**Prerequisites: This course is intended to be for the last term. Students must be eligible to graduate the term they enroll in** MAN 4915**; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This capstone course will provide the opportunity for students to demonstrate they have learned the concepts from the program and can apply them in the real world. It provides the student the opportunity to develop a plan to solve a problem dealing with management and organizational leadership issues of today. The student will complete a business simulation in which teams of students make decisions weekly and compete against other teams for the best organizational results based on strategies chosen using case analysis and course knowledge from many of the preceding courses in this degree program.

## MAN 4949 - Professional Management Internship

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean** AND **MAN 3949 and MAN 2021, both with a grade of "B" or higher, 12 credit hours of upper-level ACG, ENT, FIN, ISM MAN, MAR, MNA, PAD, AND/OR QMB coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
This course builds upon the experience learned in MAN 3949; it is designed to provide students with further advanced management experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor. Additionally, students will complete and submit a comprehensive reflective paper of recent and past internships concerning their career goals.

## MAP 2302 - Differential Equations I

**4 credits**
**Prerequisites:** MAC 2312 **with a minimum grade of "C"**
This course presents methods for finding solutions of first-order equations and some higher-order equations, the use of Laplace transforms, and finding non-linear solutions. A graphing calculator is required. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MAR 1949 - Marketing Internship I

**3 credits**
**Prerequisites:** GEB 1011 **and** MAR 2011**, both with a grade of "B" or higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course is designed to provide students with basic marketing work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## MAR 2011 - Marketing

**3 credits**
This course is a study of marketing principles and their relationship to product, price, promotion, and distribution. The interrelationship between marketing and other business operations of the firm is included. The consumer purchase decision process, product life cycle, and ethical behavior in marketing are also key elements.

## MAR 2141 - International Marketing and Business Practices

**3 credits**
This course introduces students to the concepts of marketing which are unique to international business. Students investigate product development, channel systems, organizational alternatives, business practices and customs, and legal issues, as they relate to the world market.

## MAR 2949 - Marketing Internship II

**3 credits**
**Prerequisites:** MAR 1949 **with a grade of —B of higher, successful completion of 24 credit hours of program specific coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean**
**Recommended: It is recommended that students take this course near the end of their degree program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course builds upon the experience learned in MAR 1949; it is designed to provide students with advanced marketing work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## MAR 3231 - Retailing Management I

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean** AND **MAR 3802 Marketing for Managers**
This course examines retail management fundamentals which provide an overview of key retail strategies, supervision and management responsibilities. Topics include retailing principles, Global retailing concepts, e-tailing, retail theories, decision-making, team development, motivation and reward strategies, driving sales and enhancing the customer experience, and career opportunities in retail.

## MAR 3232 - Retailing Management II

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean AND MAR 3802 Marketing for Managers**
This course examines both retail management fundamentals and applied leadership activities that focus on maximizing store

profits by developing and maintaining an effective retail value chain. Experiential learning, case studies, and individual projects will focus on strategic planning, forecasting staffing needs, utilizing Key Performance Indicators, controlling costs, managing inventory and in-stocks, loss prevention and shrinkage, store layout and design, location, organizational culture, and facility management.

## MAR 3802 - Marketing for Managers

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course helps develop marketing knowledge and skills necessary for a successful general manager to interact with and problem solve in a functional team environment. Students will add to their understanding of marketing concepts including the development and implementation of a marketing plan. The course focuses on business to business marketing, marketing of services and global marketing.

## MAR 3860 - Salesmanship and Customer Relationship Management

**2 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean** AND **MAR 3802 Marketing for Managers**
This course is focused on the retail customer experience via understanding buyer behavior, the buying process, and various selling models through Omnichannel approaches. Topics include the concepts of both market and customer segmentation, identifying the target market customer, the examination of service and selling models in various retail industry types, building and maintaining customer relationships, store branding, and designing and using customer surveys to identify needs and gaps in the CRM strategy.

## MAS 3105 - Linear Algebra

**3 credits**
**Prerequisites:** MAC 2312 **with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to the basic concepts and theorems of linear algebra. It is intended to provide in depth background knowledge for students who are majoring in secondary mathematics education, science, engineering and mathematics.

## MAS 4301 - Abstract Algebra I

**3 credits**
**Prerequisites:** MHF 2191 **with a minimum grade of "C" and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to fundamental concepts of modern algebra. It is intended to provide in depth background knowledge for students who are majoring in secondary mathematics education, mathematics, science or engineering. This course requires facility in writing proofs.

## MAT 0057 - Mathematics for College Success (*)

**4 credits**
This course prepares a student for success in MAT 1033 Intermediate Algebra and/or MAT 1100 Mathematical Literacy for College Students. Topics to be covered include integers, fractions and mixed numbers with signed numbers, decimals with signed numbers, order of operations, algebraic expressions, algebraic equations and inequalities, exponents and polynomials, factoring polynomials, rational expressions, graphing linear equations and inequalities, and radicals.

(*) Developmental credit only-does not count toward a degree or certificate

## MAT 0058 - Mathematics for College Success-Completion Modules (*)

**2 credits**
**Prerequisites:** MAT 0057 with a grade of "M"
This course is designed to allow students, who have shown mastery of at least half of the topics in MAT 0057, to complete the remaining topics in the course, without repeating the entire course of MAT 0057. Students need to show mastery of fundamental arithmetic and algebraic concepts necessary for MAT 1033 or MAT 1100. Successful completion of this course requires that students successfully complete all proscribed modules and achieve a grade of "C" (70%) or greater in the overall course.
**(*) Developmental credit only-does not count toward a degree or certificate**

This course was added to the inventory beginning Spring 2016

## MAT 1033 - Intermediate Algebra

**4 credits**
**Prerequisites: Testing, or MAT 0057 (with a "C" or better), MAT 0058 (with a "C" or better), MAT 0028 (with a "C" or better), or SB 1720 exemption**
This course is intended to prepare students for college level algebra courses needed to meet the State requirements for math

competencies. This course should adequately prepare the student for MAC 1105 and provide a strong algebra foundation for higher level math. A graphing calculator is required for this course.

## MAT 1100 - Mathematical Literacy for College Students

**4 credits**
**Prerequisites:** MAT 0057 **(minimum grade "C"), or MAT 0058 (minimum grade "C"), or MAT 0028 (minimum grade "C"), or Testing, or SB 1720 exemption**
This course reinforces elementary algebra and quantitative reasoning skills and introduces basic statistical concepts through data analysis in preparation for college-level statistics and liberal arts mathematics. Topics include, but are not limited to, ratios, proportions, scaling, dimensional analysis, modeling with equations and inequalities, tables, graphs, linear functions, and exponential functions. Written and verbal communication skills will be emphasized along with critical thinking. Students who complete this course will be prepared to enroll in STA 2023, MGF 1106 and/or MGF 1107. However, students who have completed this course are not eligible to enroll in MAC 1105 without meeting other prerequisites. A graphing calculator is required for this course.

## MAT 1949 - Mathematics Internship I

**3 credits**
**Prerequisites: 6 credit hours of discipline specific coursework (courses in the 1000 or 2000 levels with the prefixes IDS, MAC, MAP, MAT, MGF, MTG, STA, or** MTB 1308**), each completed with a grade of "C" or higher; 15 completed program hours (in AA General Education) or permission of Dean**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

## MAT 2949 - Mathematics Internship II

**3 credits**
**Prerequisites:** MAT 1949 **with a grade of "C" or higher**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers/volunteer organizations. This course requires verified work hours and a written summary report at the end of the work experience.

## MCB 2010C - Microbiology

**4 credits**
**Prerequisites: Minimum grade of "C" in (**BSC 1010 **and** BSC 1010L**) or testing (CLEP Biology)**
This combined lecture and laboratory course is an introduction to Microbiology. It expands upon general biological concepts including: inorganic and organic chemistry, biochemistry, cell structure and function, metabolism, and genetic mechanisms. These concepts are applied to the morphology, physiology, biochemistry, and genetic mechanisms of microorganisms. The

course includes a survey of the representative types of microorganisms and the role of pathogenic microorganisms in causing diseases and infections.

## MGF 1106 - Mathematics for Liberal Arts I

**3 credits**
**Prerequisites: Testing, or** MAT 1100 **(with a "C" or better), or** MAT 1033 **or higher (with a "C" or better)**
This course is intended to introduce the beauty and utility of mathematics to the general student population. Topics include systematic counting, probability, statistics, geometry, sets, and logic. This course is designed for those students whose majors do not require the technical mathematics sequence. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement. The geometry component of this course should meet the requirements of 6a-5.066(3)1, Florida Administrative Rules, for Education majors. It will enable the teacher to support the instruction of geometry and measurement as listed by the Sunshine State Standards.

## MGF 1107 - Mathematics for Liberal Arts II

**3 credits**
**Prerequisites: Testing, or** MAT 1100 (**with a "C" or better), or** MAT 1033 **or higher (with a "C" or better)**
This course is intended to present topics which demonstrate the beauty and utility of mathematics to the general student population. Topics include management science, linear and exponential growth, numbers and number systems, history of mathematics, elementary number theory, voting techniques and graph theory. This course is designed for those students whose majors do not require the technical mathematics sequence. If completed with a grade of "C" or better, this course serves to demonstrate competence for the general education mathematics requirement.

## MHF 2191 - Mathematical Foundations

**3 credits**
**Prerequisites:** MAC 2312 **with minimum grade of "C"**
This course is an introduction to axiomatic systems and techniques of proof, in preparation for study of upper-level mathematics. Emphasis is on preparing the student to read and write mathematical proofs, and to work with abstract definitions and axioms. It is a core requirement for the Secondary Education in Mathematics Degree. It is intended to provide the future mathematics teacher with in-depth background knowledge.

## MKA 1161 - Introduction to Customer Service

**3 credits**
This course provides the student with the basic concepts and current trends in the customer service industry. Through actual case studies, the students analyze customer service strategies.

## MKA 1511 - Advertising and Sales Promotion

**3 credits**
This course reviews all phases of sales promotion including advertising, display, direct mail, radio and television. Emphasis is placed on creation of the message, selection of media, and the planning, coordinating, controlling, and evaluation of the campaign.

## MKA 2021 - Salesmanship

**3 credits**
This course is a study and analysis of the fundamental concepts of selling and the role of sales in today's economy. Current techniques and vital principles of selling are taught. Opinions of sales executives, excerpts from job manuals, and company materials supplement the textbook.

## MMC 1000 - Survey of Mass Communication

**3 credits**
This is a course in developing media literacy skills. This introduction to mass communication is designed to provide an overview of American mass media, including historical, social, cultural, economic, political, and ethical perspectives. Discussions cover the structure and organization of the major media–print, television, film, music, radio, and Internet–and include an examination of how industries and institutions of mass media affect our daily lives. Students are encouraged to think critically about mass media, their effects, the forces that shape them, and the consumer's vulnerability to and power over media.

## MNA 3037 - Project Management and Planning

**3 credits**
**Prerequisites: This course is intended for students in the BAS in Supervision and Management program. Special permission to enroll may be obtained from the Dean of the School of Business and Technology. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must have completed the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the Dean**
This course is designed to give the students an exposure in general project management concepts. This course is meant to provide students with a framework on which to build project management knowledge that relates to their specific subset of knowledge.

## MNA 3039 - Project Management Certification

**3 credits**
**Prerequisites:** MAN 2582**,** CTS 2142**, or** MNA 3037**- with a grade of "C" or higher, or instructor approval; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses**

**with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
Project management plays a key role in today's business. Customers demand more and better products and faster services. Cost and time-to-market pressures require ever greater levels of effectiveness and efficiency. Companies need individuals with project management knowledge and skills. This course prepares the student for the Project Management Institute CAPM Certified Associate in Project Management certification exam.

## MTB 1103 - Business Mathematics

**3 credits**
This basic business mathematics course involves the study of fractions, decimals, and percents, and their business applications related to discounting, retail mathematics, and business statistics. Emphasis is also placed on simple interest and the time value of money using compound interest, annuities, and amortization.

Note: This course does NOT count as a math course for General Education.

## MTB 1308 - TI Graphing Calculators

**1 credit**
This is an introductory course in using the Texas Instrument graphing calculators currently approved by the Mathematics Department. No previous knowledge of the calculator is expected or required. This course is especially appropriate for those who wish to take advantage of the advanced features of the TI Series calculators. This course may be offered as a workshop or in a distance learning format.

Note: A graphing calculator is required.

## MTG 2206 - College Geometry

**3 credits**
**Prerequisites:** MAC 2311 **with minimum grade of "C"**
This is a college geometry course emphasizing Euclidean Geometry and its relationship to logic, trigonometry from a right triangle perspective, and coordinate geometry. This course is intended to prepare students for upper level mathematics courses needed to meet the requirements for middle grades and secondary mathematics education degrees and for baccalaureate mathematics degrees.

## MTG 3212 - College Geometry

**3 credits**
**Prerequisites:** MAC 2312 **with a minimum grade of "C" and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 -

Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course presents the axioms, basic concepts, proofs and constructions of Euclidean geometry involving segments, angles, triangles, polygons, circles, parallel lines and similarity. Constructions are made using both compass and straightedge and interactive geometry software. The course also presents basic concepts of non-Euclidean geometries including hyperbolic and spherical.

## MUE 1440 - String Techniques

**1 credit**
This course presents basic principles and techniques of tone production, literature, reading and transposition applicable to string instruments.

## MUE 1450 - Woodwind Techniques

**1 credit**
This course presents basic principles and techniques of tone production, literature, reading and transposition applicable to woodwind instruments.

## MUE 1460 - Brass Techniques

**1 credit**
This course presents basic principles and techniques of tone production, literature, reading and transposition applicable to brass instruments.

## MUE 1470 - Percussion Techniques

**1 credit**
This course presents basic principles and techniques of tone production, literature, reading and transposition applicable to percussion instruments.

## MUH 2018 - Jazz History and Appreciation

**3 credits**
This course introduces jazz styles from a historical perspective. Lectures highlight the general characteristics of various jazz styles and artists and focus on listening skills which aid in an appreciation of jazz.

## MUL 1010 - Music Appreciation (I)

**3 credits**
This course covers the materials, literature and practices of music, and consideration of its aesthetic purposes and social function. Development of listening skills and criteria of judgment are also presented.

(I) International or diversity focus

## MUM 2600C - Basic Audio Recording Tech

**3 credits**
The course provides an introduction to techniques, practices, and procedures in making audio recordings. The student will gain experience with acoustical balancing, editing, and over-dubbing in a wide variety of sound situations.

## MUM 2601C - Recording Techniques II

**3 credits**
**Prerequisites:** MUM 2600C Basic Audio Recording Tech
Minimum Grade: C
This course explores advanced multi-track recording skills and audio production techniques. Emphasis is on mixing board skills, microphone techniques, use of outboard equipment, and live two-track recording.

## MUM 2604C - Multi-track Mixdown Techniques

**3 credits**
**Prerequisites:** MUM 2600C Basic Audio Recording Tech
Minimum Grade: C
This course deals with the application of signal processing gear to multi-track master mixdowns to stereo mastering machines. Tape editing and packaging will also be covered in this course.

## MUM 2700 - Music Business

**3 credits**
This course presents an introduction to the structure of the music business and the entertainment industry. Emphasis is placed on contemporary business practices. Topics include careers in the recording and performing fields, retail music merchandising, publishing, song writing and arranging, arts and artist management, professional organizations, copyright law and career development.

## MUN 1120 - Concert Band

**1 credit**
**Prerequisites: Permission of instructor; general proficiency playing a wind or percussion instrument which is part of the traditional symphonic band instrumentation**
Emphasis on study and performance of literature written for the modern concert band. The ensemble is open to all students with permission of the instructor. Band students transferring as music majors are encouraged to enroll.

## MUN 1210 - Symphony Orchestra

**1 credit**
**Prerequisites: Permission of instructor; general proficiency playing a string, wind or percussion instrument which is part of the traditional symphony orchestra instrumentation**
Emphasis on study and performance of orchestral literature. The Ensemble is open to all students and community members.

## MUN 1310 - College Choir

**1 credit**
This course covers the study, rehearsal, and performance of choral literature, with training in fundamentals of singing. Attention is given to general, cultural and humanistic considerations.

## MUN 1340 - Vocal Ensemble

**1 credit**
**Prerequisites: Permission of instructor**
This course covers the study and performance of ensemble literature for various small groupings.

## MUN 1410 - Instrumental Chamber Ensembles: String

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 1420 - Instrumental Chamber Ensembles: Woodwinds

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 1430 - Instrumental Chamber Ensembles: Brass

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 1440 - Instrumental Chamber Ensembles: Percussion

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 1710 - Jazz Ensemble I

**1 credit**
**Prerequisites: Permission of instructor; general proficiency playing an instrument which is part of the traditional big jazz instrumentation**
This course emphasizes the study and performance of literature for the modern big jazz band. Auditions are held for placement in performing or preparatory group.

Note: The jazz ensemble is not an improvisation class.

## MUN 2120 - Concert Band

**1 credit**
**Prerequisites:** MUN 1120**; permission of instructor; general proficiency playing a wind or percussion instrument which is part of the traditional symphonic band instrumentation**
Emphasis is on the study and performance of literature written for the modern concert band. The ensemble is open to all students with permission of the instructor. Band students transferring as music majors are encouraged to enroll.

## MUN 2121 - Advanced Concert Band

**1 credit**
**Prerequisites: Second semester of** MUN 2120**, or equivalent; permission of instructor; general proficiency playing a wind or percussion instrument which is part of the traditional symphonic band instrumentation**
Emphasis is on the study and performance of literature written for the modern concert band. The ensemble is open to all students with permission of instructor. Band students transferring as music majors are encouraged to enroll.

## MUN 2210 - Symphony Orchestra

**1 credit**
**Prerequisites:** MUN 1210**; permission of instructor; general proficiency playing a string, wind or percussion instrument which is part of the traditional symphony orchestra instrumentation**
Emphasis is on the study and performance of orchestral literature. The Ensemble is open to all students and community members.

## MUN 2211 - Advanced Orchestra

**1 credit**
**Prerequisites:** MUN 2210**; permission of instructor; general proficiency playing a string, wind or percussion instrument which is part of the traditional symphony orchestra instrumentation**
Emphasis is on the study and performance of orchestral literature. The Ensemble is open to all students and community members.

## MUN 2310 - College Choir

**1 credit**
This course covers the study, rehearsal, and performance of choral literature, with training in fundamentals of singing. Attention is given to general, cultural and humanistic considerations.

## MUN 2340 - Vocal Ensemble

**1 credit**
**Prerequisites: Permission of instructor**
This course covers the study and performance of ensemble literature for various small groupings.

## MUN 2410 - Instrumental Chamber Ensembles: String

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 2420 - Instrumental Chamber Ensembles: Woodwinds

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 2430 - Instrumental Chamber Ensembles: Brass

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 2440 - Instrumental Chamber Ensembles: Percussion

**1 credit**
**Prerequisites: Permission of instructor**
This course allows students to concentrate on specialized literature for small ensembles. Choices include:

1. String Ensemble- MUN 1410, MUN 2410;
2. Woodwind Ensemble- MUN 1420, MUN 2420;
3. Brass Ensemble- MUN 1430, MUN 2430;
4. Percussion Ensemble- MUN 1440, MUN 2440.

## MUN 2710 - Jazz Ensemble II

**1 credit**
**Prerequisites:** MUN 1710**; permission of instructor; general proficiency playing an instrument which is part of the traditional big band jazz instrumentation**
This course emphasizes the study and performance of literature for the modern big jazz band. Auditions are held for placement in performing or preparatory group.

Note: The jazz ensemble is not an improvisation class.

## MUN 2711 - Advanced Jazz Ensemble

**1 credit**
**Prerequisites:** MUN 2710**; permission of instructor; general proficiency playing an instrument which is part of the traditional big band jazz instrumentation**
This course emphasizes the study and performance of literature for the modern big jazz band. Auditions are held for placement in performing or preparatory group.

Note: The jazz ensemble is not an improvisation class.

## MUS 2360 - Introduction to Technology in Music

**3 credits**
This course is an introductory survey to the use of technology in music, in role of hardware, software, computer-based instruction, multimedia, and the internet.

## MUT 1001 - Fundamentals of Music

**3 credits**
Designed for students with little or no previous musical training, this course presents an introduction to the reading and performance of music, including principles of notation, scales, triads, rhythms, and interpretive markings.

## MUT 1111 - Music Theory I

**3 credits**
**Recommended:** MUT 1111 **be taken concurrently with** MVK 1111
This class presents a study of music fundamentals, and of diatonic and chromatic harmony, largely through the use of a four-voice chorale-style model. It is intended that MUT 1241/MUT 1242 be taken concurrently, and it is recommended that MVK 1111 be taken concurrently with MUT 1111.

## MUT 1112 - Music Theory II

**3 credits**
**Prerequisites:** MUT 1111**, or consent of the instructor**
**Corequisites: It is intended that** MUT 1242 **be taken concurrently with** MUT 1112.
A study of diatonic and chromatic harmony, continuing the sequence begun in MUT 1111. It is intended that MUT 1242 be taken concurrently with MUT 1112.

## MUT 1241 - Sight Singing and Ear Training I

**1 credit**
**Corequisites: It is intended that** MUT 1111 **be taken concurrently.**
This course covers the development of aural skills in both diatonic and chromatic musical styles. The student develops practical skills necessary for reading, understanding, and performing music. Included are sight singing, melodic and harmonic dictation, and error detection. It is intended that MUT 1111 be taken concurrently.

## MUT 1242 - Sight Singing and Ear Training II

**1 credit**
**Prerequisites:** MUT 1241**, or permission of instructor**
**Corequisites: It is intended that** MUT 1112 **be taken concurrently.**
This course covers the development of aural skills in both diatonic and chromatic musical styles. The student develops practical skills necessary for reading, understanding, and performing music. Included are sight singing, melodic and harmonic dictation, and error detection. It is intended that MUT 1112 be taken concurrently.

## MUT 2116 - Music Theory III

**3 credits**
**Prerequisites:** MUT 1112**, or consent of the instructor**
**Corequisites: It is intended that** MUT 2116 **be taken concurrently with** MUT 2246.
A continuation of the study of diatonic and chromatic harmony begun in MUT 1111 and MUT 1112 to include modulation and ninth chords, a survey of 20th century tonal practices, introduction to atonal and twelve-tone analysis, and an introduction to computer music notation. It is intended that MUT 2116 be taken concurrently with MUT 2246.

## MUT 2117 - Music Theory IV

**3 credits**
**Prerequisites:** MUT 2116**, or consent of the instructor**
**Corequisites: It is intended that** MUT 2247 *be taken concurrently with* MUT 2117.
Completes the four-course music theory sequence by continuing harmonic analysis of tonal music. Study of musical forms. A continuation of computer notation and an introduction to music sequencing using computer software. It is intended that MUT 2247 be taken concurrently with MUT 2117.

## MUT 2246 - Sight Singing and Ear Training III

**1 credit**
**Prerequisites:** MUT 1241/MUT 1242**, or permission of instructor**
**Corequisites: It is intended that** MUT 2116 **be taken concurrently.**
This course covers the development of aural skills in both diatonic and chromatic musical styles. The student develops practical skills necessary for reading, understanding, and performing music. Included are sight singing, melodic and harmonic dictation, and error detection. It is intended that MUT 2116 be taken concurrently.

## MUT 2247 - Sight Singing and Ear Training IV

**1 credit**
**Prerequisites:** MUT 1241/MUT 1242 **and** MUT 2246 **or permission of instructor**
**Corequisites: It is intended that** MUT 2117 **be taken concurrently.**

This course covers the development of aural skills in both diatonic and chromatic musical styles. The student develops practical skills necessary for reading, understanding, and performing music. Included are sight singing, melodic and harmonic dictation, and error detection. It is intended that MUT 2117 be taken concurrently.

## MUT 2641 - Introduction to Jazz Improvisation

**3 credits**
**Prerequisites: Permission of Instructor**
This course provides an ensemble experience with emphasis on scales, chord structures, rhythmic patterns and chord progression-ordinarily a further development of the Jazz Ensemble experience.

## MVB 1011 - Pre-Principal: Trumpet

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the trumpet and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVB 1012 - Pre-Principal: French Horn

**2 credits**
**Prerequisites: Permission of the instructor**
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the French horn and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.

4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVB 1013 - Pre-Principal: Trombone

**2 credits**
**Prerequisites: Permission of the instructor**
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the trombone and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVB 1014 - Pre-Principal: Baritone Horn

**2 credits**
**Prerequisites: Permission of the instructor**
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the baritone horn and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVB 1015 - Pre-Principal: Tuba

**2 credits**
**Prerequisites:** *Permission of the instructor*

The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the tuba and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVB 1211 - Applied Music Instruction: Trumpet

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1212 - Applied Music Instruction: French Horn

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State

College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1213 - Applied Music Instruction: Trombone

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1214 - Applied Music Instruction: Baritone Horn

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1215 - Applied Music Instruction: Tuba

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be

accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1311 - Applied Music Instruction: Trumpet

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1312 - Applied Music Instruction: French Horn

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1313 - Applied Music Instruction: Trombone

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1314 - Applied Music Instruction: Baritone Horn

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 1315 - Applied Music Instruction: Tuba

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 2221 - Applied Music Instruction: Trumpet

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end-of-the-semester jury examination.

## MVB 2222 - Applied Music Instruction: French Horn

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2223 - Applied Music Instruction: Trombone

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2224 - Applied Music Instruction: Baritone Horn

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that

music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2225 - Applied Music Instruction: Tuba

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2321 - Applied Music Instruction: Trumpet

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2322 - Applied Music Instruction: French Horn

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2323 - Applied Music Instruction: Trombone

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2324 - Applied Music Instruction: Baritone Horn

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.

3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVB 2325 - Applied Music Instruction: Tuba

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Trumpet, French Horn, Trombone, Baritone Horn, or Tuba: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 1011 - Pre-Principal: Piano

**2 credits**
**Prerequisites:** *Permission of the instructor*

The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the piano and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVK 1012 - Pre-Principal: Harpsichord

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the harpsichord and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVK 1013 - Pre-Principal: Organ

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the organ and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVK 1111 - Class Piano I

**1 credit**
This course presents elementary instruction in piano, emphasis on music reading, piano techniques, and piano literature.

## MVK 1112 - Class Piano II

**1 credits**
**Prerequisites: MVK 1111 Class Piano I or permission of the instructor**
The course provides elementary instruction in piano, with an emphasis on music reading, piano techniques, and piano literature.

## MVK 1211 - Applied Music Instruction: Piano

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 1212 - Applied Music Instruction: Harpsichord

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 1213 - Applied Music Instruction: Organ

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 1311 - Applied Music Instruction: Piano

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 1312 - Applied Music Instruction: Harpsichord

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 1313 - Applied Music Instruction: Organ

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 2121 - Class Piano III

**1 credit**
**Prerequisites:** *MVK 1112 Class Piano II or instructor permission*
The course provides intermediate instruction in piano, with an emphasis on music reading, piano techniques, and piano literature.

## MVK 2122 - Class Piano IV

**1 credits**
**Prerequisites:** *MVK 2121 Class Piano III  or permission of the instructor*
The course provides intermediate instruction in piano, with an emphasis on music reading, piano techniques, and piano literature.

## MVK 2221 - Applied Music Instruction: Piano

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 2222 - Applied Music Instruction: Harpsichord

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 2223 - Applied Music Instruction: Organ

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 2321 - Applied Music Instruction: Piano

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 2322 - Applied Music Instruction: Harpsichord

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVK 2323 - Applied Music Instruction: Organ

**2 credits**

**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Piano, Harpsichord or Organ: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVP 1011 - Pre-Principal: Percussion

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on percussion and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVP 1211 - Applied Music Instruction: Percussion

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State

College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

The course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVP 1311 - Applied Music Instruction: Percussion

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

The course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVP 2221 - Applied Music Instruction: Percussion

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

The course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVP 2321 - Applied Music Instruction: Percussion

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

The course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1011 - Pre-Principal: Violin

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the violin and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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## MVS 1012 - Pre-Principal: Viola

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the viola and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVS 1013 - Pre-Principal: Cello

**2 credits**
**Prerequisites:** *Permission of the instructor*

The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the cello and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVS 1014 - Pre-Principal: String Bass

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the string bass and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVS 1015 - Pre-Principal: Harp

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the harp and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.

4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVS 1016 - Pre-Principal: Guitar

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the guitar and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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## MVS 1111 - Class Guitar I, II

**1 credit**
This course presents elementary instruction in guitar, emphasis on music reading, fundamental guitar techniques, and guitar literature.

## MVS 1211 - Applied Music Instruction: Violin

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1212 - Applied Music Instruction: Viola

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1213 - Applied Music Instruction: Cello

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that

music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1214 - Applied Music Instruction: String Bass

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1216 - Applied Music Instruction: Guitar

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1311 - Applied Music Instruction: Violin

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1312 - Applied Music Instruction: Viola

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1313 - Applied Music Instruction: Cello

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1314 - Applied Music Instruction: String Bass

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 1316 - Applied Music Instruction: Guitar

**2 credits**
**Prerequisites: Permission of instructor**

Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2221 - Applied Music Instruction: Violin

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2222 - Applied Music Instruction: Viola

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2223 - Applied Music Instruction: Cello

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2224 - Applied Music Instruction: String Bass

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2226 - Applied Music Instruction: Guitar

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2321 - Applied Music Instruction: Violin

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2322 - Applied Music Instruction: Viola

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2323 - Applied Music Instruction: Cello

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2324 - Applied Music Instruction: String Bass

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVS 2326 - Applied Music Instruction: Guitar

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Violin, Viola, Cello, String Bass or Guitar: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVV 1011 - Pre-Principal: Voice

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the voice and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVV 1111 - Class Voice

**1 credit**
This course presents fundamentals of singing, with emphasis on tone production and diction as applied to vocal literature. MUT 1111 and/or MVK 1111 are recommended to be taken concurrently.

## MVV 1211 - Applied Music Instruction: Voice

**1 credit**
**Prerequisites: Permission of the instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that

music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

## MVV 1311 - Applied Music Instruction: Voice

**2 credits**
**Prerequisites: Permission of the instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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All students enrolled in applied music lessons must receive approval and certification of demonstrated advanced accomplishment by the professor, the written permission of the Dean, and must show evidence of having enrolled in an ensemble. The written permission shall designate the criteria (1, 2, 3 or 4 as listed above) under which the student is granted approval. Students must be accommodated in priority order; i.e., criteria one students have first priority, then criteria two students, etc. A form will be provided for this process.

Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

## MVV 2121 - Class Voice

**1 credit**
**Prerequisites: Permission of the instructor**
Continuation of MVV 1111.

## MVV 2221 - Applied Music Instruction: Voice

**1 credit**
**Prerequisites: Permission of the instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

## MVV 2321 - Applied Music Instruction: Voice

**2 credits**
**Prerequisites: Permission of the instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

## MVW 1011 - Pre-Principal: Flute

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the flute and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVW 1012 - Pre-Principal: Oboe

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the oboe and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVW 1013 - Pre-Principal: Clarinet

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the clarinet and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction

per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVW 1014 - Pre-Principal: Bassoon

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the bassoon and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

1. Full-time music majors have first priority.
2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVW 1015 - Pre-Principal: Saxophone

**2 credits**
**Prerequisites:** *Permission of the instructor*
The course is designed for students who need to improve their proficiency in technique, music reading, and /or performance experience before enrolling in freshman-level applied music instruction courses. This course involves private instruction, representative techniques, and literature on the saxophone and is designed to equip the student for continued study leading to progressively greater proficiency (as measured by an end-of-the-semester jury examination). Sixty minutes of private instruction per week equals two credit hours. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean of Arts, Humanities, and Social Sciences is required.

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2. Full-time (12 hours) degree-seeking students have second priority.
3. Part-time students who are likely to become full-time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

## MVW 1211 - Applied Music Instruction: Flute

**1 credit**
**Prerequisites: Permission of instructor**
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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1212 - Applied Music Instruction: Oboe

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1213 - Applied Music Instruction: Clarinet

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1214 - Applied Music Instruction: Bassoon

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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3. Part-time students who are likely to become full time have third priority.
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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1215 - Applied Music Instruction: Saxophone

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1311 - Applied Music Instruction: Flute

**2 credits**
**Prerequisites: Permission of instructor**

Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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2. Full-time (12 hours) degree-seeking students have second priority; students who need a one-credit-hour course to "fill" their load do not qualify, nor do those who are just learning to play an instrument.
3. Part-time students who are likely to become full time have third priority.
4. Community members have fourth option on remaining seats, exclusive of those who have repeated a course more than once.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1312 - Applied Music Instruction: Oboe

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1313 - Applied Music Instruction: Clarinet

**2 credits**
**Prerequisites: Permission of instructor**
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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1314 - Applied Music Instruction: Bassoon

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 1315 - Applied Music Instruction: Saxophone

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2221 - Applied Music Instruction: Flute

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2222 - Applied Music Instruction: Oboe

**1 credit**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2223 - Applied Music Instruction: Clarinet

**1 credit**

**Prerequisites: Permission of instructor**

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2224 - Applied Music Instruction: Bassoon

**1 credit**

**Prerequisites: Permission of instructor**

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2225 - Applied Music Instruction: Saxophone

**1 credit**
**Prerequisites: Permission of instructor**
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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

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## MVW 2321 - Applied Music Instruction: Flute

**2 credits**
**Prerequisites: Permission of instructor**
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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2322 - Applied Music Instruction: Oboe

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Students enrolled in Applied Music are expected to enroll in a performance ensemble (choir, orchestra, jazz ensemble or concert band).

Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2323 - Applied Music Instruction: Clarinet

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that

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Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2324 - Applied Music Instruction: Bassoon

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## MVW 2325 - Applied Music Instruction: Saxophone

**2 credits**
**Prerequisites: Permission of instructor**
Applied Music is individual one-on-one voice or instrumental instruction which may be arranged for Florida SouthWestern State College degree-seeking students of advanced accomplishments, especially those actively enrolled in the Florida SouthWestern State College's music program. Thirty minutes of private instruction per week equals one credit hour. It is recommended that music majors take weekly lessons in their principal instruments. Seats in applied music classes are limited. Permission of the Dean, Arts, Humanities, and Social Sciences is required. These lessons are not intended for beginners.

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Individual instruction on the Flute, Oboe, Clarinet, Bassoon or Saxophone: the course presents representative techniques and literature for each specific instrument. The student progresses from one section number to another through end of the semester jury examination.

## NUR 1010 - Introduction to Nursing - AS

**2 credits**
**Prerequisites: Acceptance into the Nursing Program**
This course is the first course in the curriculum. The student is introduced to the client and to the health care environment, the nature of professional nursing, and professional standards in nursing. Basic concepts related to communication, family systems, recognition of cultural diversity, stress and adaptation, caring, client education, and teaching are introduced. Other topics addressed include: critical thinking and the nursing process, test taking, the NCLEX examination, and other available resources to support nursing education. The Florida SouthWestern State College Nursing Program's philosophy, curriculum framework, and program outcomes are presented.

## NUR 1022 - Fundamentals of Nursing - AS

**6 credits**
**Prerequisites: Acceptance into the ASN Program-Entry or Transition Nursing Curriculum**
**Corequisites:** NUR 1022L
Students are introduced to the practice of the associate degree nurse and the role as provider and manager of care, and member of the discipline of nursing. Professional nursing practice includes nursing history and theory, professional nursing standards,

concept of caring, and the importance of evidence based nursing practices. Using the nursing process, students use critical thinking skills to assess human needs and the actual or potential problems that interfere with the client's ability to meet basic needs. Students learn the nurse's role in the delivery of safe, effective, and quality nursing care for clients with alterations in basic physiologic and psychosocial needs during the adult lifespan.

## NUR 1022L - Fundamentals of Nursing Clinical - AS

**2 credits**
**Prerequisites: Acceptance into the ASN Program- Entry or Transition Nursing Curriculum**
**Corequisites:** NUR 1022 - Fundamentals of Nursing - AS
Through clinical experiences, students will engage in the role as provider and manager of care. They will perform as a member of the discipline of nursing in the delivery of safe, effective, and quality nursing care for clients with alterations in basic physiologic and psychosocial needs during the adult lifespan.

## NUR 1023L - Fundamentals of Nursing Practicum - AS

**1 credit**
**Prerequisites: Admission into the ASN Program- Entry or Transition Nursing Curriculum**
In this course students learn fundamentals of nursing skills and techniques for clients with uncomplicated medical-surgical alterations in health. These skills are practiced and demonstrated in the nursing practicum laboratory. Learning experiences include discussion, assigned readings, class demonstrations, simulations, and multimedia materials. All skills require practice to deliver safe, quality nursing care with emphasis on specialized knowledge, judgment, and nursing skills.

## NUR 1038C - Transition to Professional Nursing - AS

**3 credits**
**Prerequisites: Acceptance into the ASN Program - Transition Nursing Curriculum (formerly called Advanced Placement)**
This course is designed for students accepted into the ASN Program's Transition Nursing Curriculum. Topics will include an overview of the scientific basis for nursing, fundamental and health assessment nursing skills, psychosocial assessment skills, psychiatric diagnostic systems, health, wellness, and holistic nursing concepts, communication skills for nurses, concepts and procedures of the nursing process, roles of the professional registered nurse, legal and ethical responsibilities, and nursing leadership.

## NUR 1060 - Health Assessment - AS

**2 credits**
**Prerequisites: Acceptance into the ASN Nursing Program-Entry Nursing curriculum**
This course presents an introduction to the concepts and skills of health assessment with a focus on normal physical assessment findings. The course is designed to assist students to integrate observations, inferences, and relationships among patient data when performing health assessments. Students will learn to apply various communication techniques to gather information

regarding a client; they will also utilize inspection, palpation, percussion, and auscultation to examine a client's body from head to toe. Through lectures, discussions, videos, and laboratory practice, students will be prepared to take complete health histories, perform physical examinations, and record data from same.

## NUR 1060L - Health Assessment Lab - AS

**1 credit**
**Prerequisites: Acceptance into the ASN Nursing Program-Entry Nursing curriculum**
This course presents an introduction to the concepts and skills of health assessment with a focus on normal physical assessment findings. The course is designed to assist students to integrate observations, inferences, and relationships among patient data when performing health assessments. Students will learn to apply various communication techniques to gather information regarding a client; they will also utilize inspection, palpation, percussion, and auscultation to examine a client's body from head to toe. Through lectures, discussions, videos, and laboratory practice, students will be prepared to take complete health histories, perform physical examinations, and record data from same.

## NUR 1062 - Health Assessment and Skills - AS

**2 credits**
**Prerequisites: Acceptance into the Advanced Placement Nursing Program**
**Corequisites:** NUR 1062L
This course is part of the first semester in the Advanced Placement Nursing Program. Enrolled students are licensed practical nurses (LPN), paramedics, respiratory therapists (RT), and cardiovascular technologists (CVT). The course has a dual focus: (1) to assist students to integrate observations, inferences, and relationships in performing health assessment, and (2) to become proficient in technical skills at the level required for professional nursing. Students will learn communication techniques necessary to gather information regarding a client, physical assessment techniques needed to examine a client from head to toe, and procedures required for patient care. The course utilizes experiences in the classroom through lectures, videos, and discussions.

## NUR 1062L - Health Assessment and Skills Practicum - AS

**1 credit**
**Prerequisites: Acceptance into the Advanced Placement Nursing Program**
**Corequisites:** NUR 1062
This course is part of the first semester in the Advanced Placement Nursing Program. Enrolled students are licensed practical nurses (LPN), paramedics, respiratory therapists (RT), and cardiovascular technologists (CVT). The course has a dual focus: (1) to assist students to integrate observations, inferences, and relationships in performing health assessment, and (2) to become proficient in technical skills at the level required for professional nursing. Students will practice communication techniques necessary to gather information regarding a client, physical assessment techniques needed to examine a client from head to toe, and procedures required for patient care. A laboratory practicum is provided for the development of physical skills.

## NUR 1142 - Introduction to Pharmacology and Math Calculations - AS

**1 credit**
**Prerequisites: Acceptance into the Nursing Program**
Medication administration requires specialized knowledge, judgment, and nursing skills based on the principles of pharmacology. The focus of this course is to introduce the student to the nurse's role in the delivery and maintenance of safe and efficient drug treatment. Basic concepts of medication management are introduced. Content includes drug actions, systems of delivery, routes of administration, factors affecting drug action, ethical and legal concepts related to drug administration, and calculating medication dosages. This course may require some basic computer skills.

## NUR 1204 - Transitional Nursing Concepts - AS

**5 credits**
**Prerequisites: Acceptance into the Advanced Placement Nursing Program**
**Corequisites:** NUR 1204L
This transitional course introduces the student to the Nursing Program's philosophy, conceptual framework, and outcomes. The course includes content on the nursing process, legal and ethical issues, and expanded clinical skills. Using the nursing process, students assess human needs, alterations of human needs, and nursing interventions necessary to meet these needs. The student is introduced to the role of provider of care, manager of care, and member within the discipline of nursing. The course utilizes experiences in the classroom and clinical facilities to address nursing care of clients in acute care settings.

## NUR 1204L - Transitional Nursing Concepts Clinical - AS

**0 credit**
**Prerequisites: Acceptance into the Advanced Placement Nursing Program**
**Corequisites:** NUR 1204
Using the nursing process, students assess human needs, alterations in human needs, and nursing interventions necessary to meet these needs. The student is introduced to the role of provider of care, manager of care, and member of the discipline of nursing. The course utilizes experiences in the clinical facilities to address nursing care of clients in acute care settings.

## NUR 1211 - Adult Nursing I - AS

**4 credits**
**Prerequisites: Acceptance into the ASN Program- Entry or Transition Nursing Curriculum**
**Corequisites:** NUR 1211L
Students continue to develop their roles as a member of the profession of nursing and as a provider of care to clients with uncomplicated medical-surgical alterations in health. Application of theory to practice is emphasized. Knowledge, techniques, and skills related to promoting, restoring, and maintaining health are taught. Learning experiences include the following: lecture-discussion and a scholarly paper. This course will require some basic computer skills.

## NUR 1211L - Adult Nursing I Clinical - AS

**3 credits**
**Prerequisites: Acceptance into the ASN Program- Entry or Transition Nursing Curriculum**
**Corequisites:** NUR 1211
Clinical experiences take place in acute care facilities and community settings to assist students to develop their roles as providers of care, managers of care, and professionals within the discipline of Nursing. This course will require some basic computer skills.

## NUR 1511 - Introduction to Mental Health Concepts in Nursing - AS

**1 credit**
**Prerequisites: Acceptance into the ASN Nursing Program- Entry or Transition Nursing Curriculum**
In this course, nursing students will develop effective communication skills and a beginning understanding of the dynamics of human behavior as applied in mental health nursing and in the psychosocial sphere of general nursing care.

## NUR 1932 - Nursing Seminar Advanced - AS

**1 credit**
**Prerequisites: Acceptance into the Advanced Placement Nursing Program**
This course introduces the student to concepts relevant to the nursing care provided in acute and long term care facilities. Students work individually and in groups on assignments pertaining to the following: cultural diversity, nursing process, nursing care plans, pharmacology, ethical-legal implications, and the teaching-learning process.

## NUR 2140 - Pharmacology for Nurses - AS

**2 credits**
**Prerequisites: Acceptance into the ASN Program - Entry or Transition Nursing Curriculum**
Medication administration requires specialized knowledge, judgment, and nursing skills based on the principles of pharmacology. The focus of this course is to assist the student in applying knowledge of pharmacology and the nursing process to direct nursing decisions relative to safe drug administration and to ensure compliance with standards of practice. This course focuses on identification of drug classifications, drug interactions, calculation of dosages and solutions, and application of the nursing process to clinical situations. This course will require some basic computer skills.

## NUR 2260 - Adult Nursing II - AS

**3 credits**
**Prerequisites: Acceptance into the ASN Program - Entry or Transition Nursing Curriculum**
**Corequisites:** NUR 2260L **Adult Nursing Clinical**
This course is an integrated study of complicated alterations in health in the adult client. It includes theoretical concepts relevant to adults experiencing complex medical/surgical health alterations, and the goal of restoration or maintenance of health.

## NUR 2260L - Adult Nursing II Clinical - AS

**3 credits**
**Prerequisites: Acceptance into the ASN Program - Entry or Transition Nursing Curriculum**
**Corequisites:** NUR 2260 **Adult Nursing II**
Clinical learning experiences provide students with the opportunity to further develop their roles as providers of care, managers of care, and professionals within the discipline of nursing.

## NUR 2310 - Pediatric Nursing Concepts - AS

**2 credits**
**Prerequisites:** NUR 1211 - Adult Nursing I - AS**, and** NUR 1211L - Adult Nursing I Clinical - AS**, with grades of "C" or higher**
**Corequisites:** NUR 2310L
A developmental approach is utilized to study the nursing care of the child from birth through adolescence. Emphasis is on wellness, growth and development, and the nursing care of the child with alterations in physical and mental health.

## NUR 2310L - Pediatric Nursing Clinical - AS

**2 credits**
**Prerequisites:** NUR 1211 - Adult Nursing I - AS**, and** NUR 1211L - Adult Nursing I Clinical - AS**, with grades of "C" or higher**
**Corequisites:** NUR 2310
The clinical setting provides the student with the opportunity to develop his/her role as provider of care, manager of care, and professional within the discipline of nursing as it relates to the care of children.

## NUR 2424 - Maternal Nursing Concepts - AS

**2 credits**
**Prerequisites:** NUR 1211 - Adult Nursing I - AS**, and** NUR 1211L - Adult Nursing I Clinical - AS**, with grades of "C" or higher**
**Corequisites:** NUR 2424L
This course focuses on the nursing care of childbearing women and their families through all stages of pregnancy and childbirth, as well as care of the newborn. Emphasis is on the process of labor, birth, and recovery, teaching about pregnancy, and parenting skills. An overview of women's health issues is also included.

## NUR 2424L - Maternal Nursing Clinical - AS

**1 credit**
**Prerequisites:** NUR 1211 - Adult Nursing I - AS**, and** NUR 1211L - Adult Nursing I Clinical - AS**, with grades of "C" or higher**
**Corequisites:** NUR 2424
The clinical setting provides the student with the opportunity to care for women and to prepare women for childbirth as well as develop the roles of the nurse as provider of care, manager of care, and professional within the discipline of nursing. Mental health concepts will be integrated throughout the course and these concepts will be applied to patient care.

## NUR 2520 - Mental Health Nursing Concepts - AS

**2 credits**
**Prerequisites:** NUR 1511 - Introduction to Mental Health Concepts in Nursing - AS**, or** NUR 1038C - Transition to Professional Nursing - AS**, with a grade of "C" or higher**
**Corequisites:** NUR 2520L - Mental Health Nursing Clinical -AS
Mental health nursing focuses on concepts related to care of individuals and families experiencing mental health disorders.

## NUR 2520L - Mental Health Nursing Clinical -AS

**1 credit**
**Prerequisites:** NUR 1511 - Introduction to Mental Health Concepts in Nursing - AS**, or** NUR 1038C - Transition to Professional Nursing - AS**, with a grade of "C" or higher**
**Corequisites:** NUR 2520 - Mental Health Nursing Concepts - AS
This course provides clinical and laboratory experiences for students to apply the concepts related to the care of individuals and families experiencing mental health disorders.

## NUR 2523 - Mental Health Concepts Across the Lifespan - AS

**1 credit**
**Prerequisites:** NUR 1511 **with a grade of "C" or higher**
**Corequisites:** NUR 2310/NUR 2310L
This second mental health course assists the students in understanding dynamics of human behavior and acquiring knowledge of mental health concepts related to anxiety and to mental health disorders common at specific periods across the lifespan. This course builds on mental health concepts taught in the introductory course. Select mental health experiences and activities will be incorporated into NUR 2310L, Pediatric Nursing Concepts, for Basic and Advanced Placement students. These clinical learning experiences will provide students with the opportunity to further develop their roles as provider of care, manager of care, and professional within the discipline of nursing. This course requires students to utilize some basic computer skills and computer-assisted instruction.

## NUR 2530 - Nursing for Clients with Major Mental Health Disorders - AS

**1 credit**
**Prerequisites: Acceptance into the Nursing Program**
**Corequisites:** NUR 2260/NUR 2260L
This third mental health course assists students in understanding dynamics of human behavior and acquiring knowledge of mental health concepts related to major mental health disorders, including Mood Disorders, Schizophrenia, and Substance Abuse. This course builds on mental health concepts taught in the first two courses in the series. Select mental health experiences and activities will be incorporated into NUR 2260L, Adult Nursing II Clinical, for Basic and Advanced Placement students. These clinical learning experiences will provide students with the opportunity to further develop their roles as provider of care, manager of care, and professional within the discipline of nursing. NUR 2530 may require students to utilize some basic computer skills and computer-assisted instruction.

## NUR 2810 - Professional Issues and Role Development – AS

**2 credits**
This course is designed to facilitate the transition of the student to entry level practitioner. An overview of trends and issues in nursing and health care delivery is presented. The course explores legal-ethical issues, management and leadership concepts, and issues related to employment in nursing.

## NUR 2941L - Clinical Preceptorship - AS

**2 credits**
**Prerequisites: Approval of ASN Program Director**
This course provides the culminating experience for the student nurse where the focus is clinical experience and the transition of the student from the educational setting into the role of the clinical professional registered nurse.

## NUR 3066C - Advanced Health Assessment

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course focuses on a holistic approach to health assessment of clients across the life span. Emphasis is placed on communication skills, health history, a review of body systems, and physical examination techniques. Assessment of risk factors and level of health functioning are analyzed and interpreted. Advanced practice health assessment skills are developed and refined through laboratory experiences. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 3125 - Pathophysiology for Nursing Practice

**4 credits**

**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**

This course builds upon the student's knowledge of human anatomy and physiology, nursing science, genetics, and growth and development. An in-depth integration of normal and altered physiological and pathologic mechanisms of body systems and life span development and dysfunction are examined. A variety of episodic and chronic health challenges from individual, family, and community perspectives will be explored. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 3145 - Pharmacology and Alternative Therapeutics

**3 credits**

**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**

This course builds on the student's knowledge of pharmacology and therapeutics. Major categories of pharmacological agents and alternative, nutritional and complementary therapies are explored. Application of pharmacologic concepts, drug interactions, legal responsibilities, and nursing considerations are examined. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 3655 - Multicultural Nursing

**3 credits**

**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**

This course is an elective offering in the RN/BSN program. The course examines the ethnic and cultural influences on beliefs, values, and practices in relation to health, illness, and health-seeking behaviors. Application of the nursing process and strategies to provide culturally competent care to clients and communities with respect to cultural norms, diversity, and individual differences are addressed. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 3805 - Professional Roles and Dimensions

**3 credits**

**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**

This introductory course is designed for the returning RN and focuses on the issues and theories related to current professional nursing practice. The evolution of nursing as a profession and the role of the professional nurse are examined. An overview of selected nursing theorists and professional nursing practice in a dynamic health care delivery system are presented. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

Note: Taken in the first 9 credit hours of the RN/BSN program.

## NUR 3826 - Legal Ethical Aspects in Nursing

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course focuses on the areas of professional liability as it relates to negligence, intentional torts, and client consent. The role of the nurse is explored as it relates to patient advocacy and risk management. The student is introduced to the principles underlying legal and ethical issues and methods of rational decision-making related to healthcare. Critical laws and issues related to current professional practice are explored as follows: the moral foundations of professional practice; the elements of ethical decision-making; and maintaining ethical practice climates in healthcare delivery systems. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 3870 - Informatics for the Health Professional

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course focuses on information technologies and systems that support decision making and nursing care in current nursing practice. Computer techniques, the World Wide Web, and lit servers as they relate to nursing practice and basic research are examined. Security and confidentiality as they relate to HIPPA, telehealth, and electronic health records (EHR) will be explored. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

Note: Taken in the first 9 credit hours of the RN/BSN program.

## NUR 3895 - Teaching and Learning for the Healthcare Professional

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher.**

**Students also must complete all science prerequisites as noted on the program page.**
This course is an elective offering in the RN/BSN program. This course provides an introduction to the processes of health education, teaching, learning, and evaluation. The students will develop objectives and learning outcomes as well as explore various teaching and learning strategies and methodologies applicable to individuals and groups of learners in a variety of settings across the lifespan. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 4165 - Nursing Research

**3 credits**
**Prerequisites:** STA 2023 **(or higher) and** NUR 3870**, with a grade of "C" or higher Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course provides an introduction to scientific inquiry and the research process in nursing and enables the student to understand and use published research. Scholarly inquiry, scientific integrity, scientific investigation, and research as it pertains to evidence-based nursing practice are explored. Issues and problems and the systematic evaluation of reports of empirical research are discussed. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 4169 - Evidence Based Nursing Practice

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course is an elective offering in the RN/BSN program. Exploration and integration of current scientific evidence, use of clinical judgment, identification of patient preferences, and assessment of available resources are the conceptual elements used to promote clinical practice decision making. This course explores the concepts of critical analysis and outcomes research, emphasizing the elements of evidence based nursing practice. Focus is placed on utilization of research in clinical practice, and the student will examine and plan a resolution of a clinical nursing problem. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 4295 - Critical Care Nursing

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course is an elective offering in the RN/BSN program. The course examines the needs of the critically ill client, focusing on

the development of knowledge, techniques, and skills needed for the delivery of complex nursing care to clients experiencing health problems requiring critical care interventions. Emphasis is on the use of evidence-based practice and critical thinking while applying the nursing process to provide and manage care for the client and family. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 4636 - Community Health Nursing Theory

**3 credits**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license; completion of all of the RN/BSN Program courses (except** NUR 4636L **and** NUR 4827/NUR 4827L**). This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
**Corequisites:** NUR 4636L
This course focuses on the promotion of health and the holistic nursing role in the community. The student is introduced to community nursing practice, concepts of community assessment, health promotion, health maintenance, disease prevention, and health education. The nursing care of clients across the lifespan is explored with attention given to the community as client. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 4636L - Community Health Nursing Practicum

**1 credit**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license; completion of all of the RN/BSN Program courses (except** NUR 4636 **and** NUR 4827/NUR 4827L**). This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
**Corequisites:** NUR 4636
This course is a corequisite with NUR 4636, Community Health Nursing Theory, and applies the concepts presented in that course in a variety of community health settings. The nursing care of clients across the lifespan is explored with attention given to the community as client. The course provides experiences with a preceptor and focuses on community assessment and teaching for the promotion of health, health maintenance, and prevention of illness. This course is available to students as an online course and in a face-to-face format that is web-enhanced, requiring students to complete practicum experiences with a preceptor along with specific web-based assignments and activities.

## NUR 4827 - Leadership in Nursing

**3 credits**
**Prerequisites: Acceptance into the RN/BSN program; current, valid, unencumbered RN license; completion of all RN/BSN Program courses (except** NUR 4827L **and** NUR 4636/NUR 4636L**). This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete**ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must**

**complete all science prerequisites as noted on the program page.**
**Corequisites:** NUR 4827L
This course focuses on the theory, concepts, and underlying principles of management and leadership in health care delivery systems. The methods and interpersonal skills to become an effective nurse manager/leader in various health care delivery systems are explored along with the concepts of professional organizations, decision making, power, authority, roles, health care legislation, problem-solving, evaluation, work groups, and leader behaviors. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## NUR 4827L - Leadership in Nursing Practicum

**1 credit**
**Prerequisites: Acceptance into the RN/BSN Program; current, valid, unencumbered RN license; completion of all RN/BSN Program courses (except** NUR 4827 **and** NUR 4636/NUR 4636L**). This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
**Corequisites:** NUR 4827
This course applies the theories, concepts, and underlying principles of management and leadership in health care delivery systems presented in NUR 4827. The methods, management/leadership strategies, and interpersonal skills to become an effective nurse manager/leader in various health care delivery systems are explored with clinical experiences in a variety of healthcare settings. This course requires students to complete practicum experiences with a preceptor along with specific web-based assignments and activities.

## NUR 4847 - Clinical Decision Making

**3 credits**
**Prerequisites:** NUR 3125 **with a grade of "C" or higher; acceptance into the RN/BSN Program; current, valid, unencumbered RN license. This course is restricted to students who are accepted into the Bachelor of Science in Nursing (BSN) Program. In order to enroll in the 3000 and 4000 level NUR courses, students must complete** ENC 1101**,** ENC 1102**, and** STA 2023 **with grades of "C" or higher. Students also must complete all science prerequisites as noted on the program page.**
This course emphasizes critical thinking and clinical judgment of the professional nurse. The decision making role of the nurse to affect desired client outcomes in a variety of settings is examined. Critical thinking skills and the ability to utilize the nursing process in clinical decision making are emphasized. This course is available to students as an online course and a face-to-face format that is web-enhanced, requiring students to complete classroom and specific web-based assignments and activities.

## OCB 1000C - The Living Ocean

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
A study of the living ocean presented within the context of marine biology and biological oceanography, two closely related albeit distinct fields. This course emphasizes the basic scientific processes that affect marine ecosystems and the organisms in the sea. Using the delicate marine environment of Southwest Florida as a natural laboratory, students will have the opportunity to

apply the concepts learned in the classroom to the field.

Note: This course was formerly OCB 1001C.

## OCB 2010 - Marine Biology

**3 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses); and (**BSC 1010/BSC 1010L **or one year of high school biology) with a "C" or better**
**Corequisites:** OCB 2010L
This course is an introduction to the biology of the sea with an emphasis on the structural, physiological, and behavioral adaptations of marine life. Discussions will center on organisms from the smallest microbes to the largest marine vertebrates and the roles they play in marine ecosystems. Special attention will be paid to the delicate communities of Southwest Florida, including mangrove forests and coral reefs.

## OCB 2010L - Marine Biology Laboratory

**1 credit**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses); and (**BSC 1010/BSC 1010L **or one year of high school biology) with a "C" or better**
**Corequisites:** OCB 2010
This laboratory course complements the lecture-based course OCB 2010: Marine Biology, which examines the biological adaptations and diversity of life of the sea. Marine organisms and delicate Southwest Florida ecosystems will be studied through both hands-on laboratory activities and field trips.

## OCE 1001C - Introduction to Oceanography

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or successful completion of all Developmental courses**
An interdisciplinary exploration of the world's ocean presented in a combined lecture-lab format. This course emphasizes the basic scientific processes that govern the ocean and focuses on the classic disciplines of geological, physical, and chemical oceanography. Using the delicate marine environment of Southwest Florida as a natural laboratory, students will have the opportunity to apply the concepts learned in the classroom to the field.

## PAD 2949 - Public Safety Administration Internship I

**3 credits**
**Prerequisites: Successful completion of 18 college-level credit hours with a grade of "C" or better in one of the following public safety disciplines: Crime Scene, Criminal Justice, EMS, Fire Science**
This course is a supervised field experience. Internship placement is arranged by the student, in partnership with the affiliated

college department, in conjunction with public safety affiliated employers, such as criminal justice, fire science, or EMS agencies. This course will provide an opportunity for the student to observe the public safety agency in operation. Students will be expected to compare classroom theory with the day-to-day operation of the public safety agency to which they are assigned, including the roles and responsibilities of the professional in the field. Students will be required to complete 135 hours of supervised work. Student experiences will be documented and evaluated by the employer/supervisor and the professor.

## PAD 3003 - Introduction to Public Administration

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course provides a common foundation to students for understanding administration in the public sector. Among the themes, issues, and structures of public administration, the student will explore: the political system, the role of federalism and local government, bureaucratic politics and power, administrative law, ethics, and the various theories of administration that guide public managers. This course must be taken during the first semester of enrollment in the program.

## PAD 3113 - Executive Leadership

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The purpose of this course is to provide a common foundation to students for understanding the role of the contemporary political executive with an emphasis on leadership, organization, personality and power, ideology, relationships, decision making, and policy creation.

## PAD 3204 - Financial Management in the Public Sector

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to budgeting in the public and non-profit sectors. The course concentrates on developing budget knowledge and skills essential for successful management performance.

## PAD 3393 - Principles of Crisis and Emergency Management

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must**

**complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to all phases of emergency management - from the social and environmental processes that generate hazards to vulnerability analysis, hazard mitigation, emergency response, and disaster recovery.

## PAD 3711 - Technology in the Public Sector

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course examines the issues related to managing digital technology in the public sector. This course introduces students to e-government applications, including planning, procurement, implementation, evaluation, and limitations of information technologies.

## PAD 3820 - Public Safety System Integration

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course compares and contrasts the various components of the public safety sector. The course examines the working relationship between public safety organizations and the effectiveness of the various service delivery models.

## PAD 3874 - Community Relations - Theory and Practice

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course will expose the student to community relations theory and practice within a broad range of public safety organizations. Students will understand why positive community perception of public safety is critical to funding and operational effectiveness. The students will explore the public safety responsibility in establishing business continuity both in preplanning and following a disaster. Each student will gain the insight and skills necessary to be effective in the community relations function of public safety administration.

## PAD 4034 - Public Policy

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must**

**complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to provide students with a broad perspective of the public policy process. Students will learn how public policies are initiated, researched, developed, implemented, and analyzed. Basic policy implementation will be explored, including the planning, analyzing, and resolution of issues at the local, state, and federal levels.

## PAD 4332 - Strategic and Operational Planning

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to how emergency managers use objective information to design, direct, and improve emergency services as well as plan AND facilitate results-based policy decisions.

## PAD 4414 - Human Resources in Public Service

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is an introduction to the history of government employment and the structure and role of the American Civil Service. It explores the role of personnel policies and the rights and responsibilities of public servants and their effect on public service on American society.

## PAD 4426 - Public Sector Labor Relations

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course analyses bargaining and negotiating in political and academic content and provides a practical guide to those involved in contract negotiations. The course examines the skills needed to resolve disputes in the public sector through facilitation, mediation, and other alternative methods.

## PAD 4604 - Regulatory Policy and Administrative Law in the Public Safety Sector

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and**

**three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course examines the issues of administrative ethics in public service. Topics include public integrity, ethics codes, administrative discretion, secrecy and sunshine laws, organizational pressures, and policies on whistle-blowing.

## PAD 4878 - Public Safety Administration Capstone

**3 credits**
**Prerequisites: All General Education Core and Public Safety Degree Core coursework must be completed prior to enrollment. Public Safety Administration elective courses and foreign language courses may be taken concurrently. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
During the course, the student will complete a professional project applying the knowledge gained from the core courses under the direction of a professor. Successful completion of the course requires demonstration of achievement of program learning outcomes. Student and professor feedback regarding the program will be obtained during the course and used for program improvement.

## PAD 4932 - Contemporary Issues in Public Safety

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course addresses a contemporary theme relevant to Public Safety Administration. The theme will be determined by consultation with students and safety agency leaders. Topics will address global or multidisciplinary issues in the field of public safety.

## PAD 4949 - Public Safety Administration Internship II

**3 credits**
**Prerequisites: Successful completion of eighteen (18) credit hours ("C" or higher) of PAD (Public Administration, or Public Safety Administration) coursework. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is a supervised field experience. Internship placement is arranged by the student, in partnership with the affiliated college department, in conjunction with public safety affiliated employers, such as criminal justice, fire science, or EMS agencies. This course will provide an opportunity for the student to observe the public safety agency in operation. The student will be expected to compare classroom theory with the day-to-day operation of the public safety agency to which they are assigned, including the roles and responsibilities of the professional in the field. Students will be required to complete 135 hours of supervised work. Student experiences will be documented and evaluated by the employer/supervisor and the professor.

## PCB 3023C - Cell Biology

**3 credits**
**Prerequisites:** BSC 1010/BSC 1010L **(Biological Science I with Lab);** BSC 1011/BSC 1011L **(Biological Science II with Lab)-all with a grade of "C" or higher. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course offers a detailed examination into the molecular and cellular concepts of prokaryotic and eukaryotic cells. The cell theory, cell organization, and various cellular processes and metabolic pathways including the cell cycle, meiosis, respiration, photosynthesis, DNA replication, and protein synthesis will be explored. Consideration will also be given to viruses, pathogens, advances in DNA technology, and contemporary laboratory techniques.

## PCB 3043C - General Ecology

**3 credits**
**Prerequisites:** BSC 1010/BSC 1010L **and** BSC 1011/BSC 1011L **- all with a grade of "C" or higher. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course covers the basic concepts of ecology, providing an introduction to living systems at the population, community, ecosystem, and landscape levels. Laboratory and field experiences are fully integrated into the course to support an inquiry-based study of ecological concepts through active learning strategies. Current technologies for use with ecological experimental design, data management and analysis, computer simulation modeling, and GIS applications will be employed.

## PCB 3063C - Genetics

**3 credits**
**Prerequisites:** BSC 1010/BSC 1010L **and** CHM 2045/CHM 2045L**- all with a grade of "C" or higher in each course. Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This combined lecture/lab course examines fundamental properties of both prokaryotic and eukaryotic organisms. It is designed to meet the requirements for upper division majors in biology, secondary education, or other pre-professional programs. The course addresses and integrates the basic concepts associated with the nature, organization, transmission, expression, recombination, and function of genetic materials. Consideration will also be given to population genetics, evolution, and modern advances in DNA technology.

## PGY 1800C - Introduction to Digital Photography

**4 credits**
**Required: Student must have access to a digital camera with manual controls.**
This course gives the learner a complete exposure to the fundamentals of photography as applied to digital image making, including optical principles, camera operation, lighting considerations, composition, digital image manipulation (the virtual darkroom), image management, metadata considerations, and issues of deployment on the World Wide Web. Course includes

weekly assignments of hands-on field photography exercises for online submission and critique. Prospective students should have basic knowledge of the use of computers and have access to a digital camera with manual controls.

## PGY 1801C - Advanced Digital Photography

**4 credits**
**Prerequisites:** PGY 1800C**; digital camera with manual capability or permission of the instructor**
**Required: Students must have access to a tripod and a digital camera with manual focus capability and manual exposure controls.**
This course continues the development of skills studied and acquired in the prerequisite PGY 1800C. The learner will study and apply sophisticated techniques of photography, digital photo editing and image management to her or his imaging work flow. Emphasis is placed on creative processes in planning and executing the photo shoot as well as post-shoot processing. Students will improve their skills in each area with intensive field photography projects and peer review of weekly photo assignments.

## PGY 2401C - Photography I

**4 credits**
**Required: a manual 35mm camera and the purchase of darkroom supplies**
Photography I is an introduction to basic aspects of black and white photography. The camera, lighting, film processing, printing, and presentation will be studied. Technical printing as well as the aesthetics of photography will be emphasized. This course requires a manual 35mm camera and the purchase of darkroom supplies.

## PGY 2404C - Photography II

**4 credits**
**Prerequisites:** PGY 2401C**, or permission of instructor**
This course is a continuation of PGY 2401C - Photography I. It is designed to further develop an aesthetic and technical approach to black and white still photography.

## PHI 2010 - Introduction to Philosophy

**3 credits**
This is a basic course in philosophical thinking. Selected readings from Socrates to Sartre are included.

## PHI 2100 - Introduction to Logic

**3 credits**

An introduction to the analysis of informal and formal arguments; topics include syllogisms, propositional logic and inductive reasoning.

## PHI 2103 - Critical Thinking

**3 credits**
A course in practical reasoning designed to sharpen abilities at analyzing, evaluating, and constructing arguments. To assist in decision-making, there will be an appraisal of the evaluation of evidence, practice in the detection of fallacies and irrelevancies, and the testing of arguments for validity and reliability. Students will also learn to examine assumptions, question socratically, and analyze experiences and perspectives. These strategies will be applied to a number of real life situations.

## PHI 2600 - Ethics

**3 credits**
This course is a basic course in philosophical thinking about morality, moral problems, and moral judgments.

## PHI 2930 - Special Topics in Philosophy

**3 credits**
**Prerequisites:** *Dean's permission required*
This is a basic course exploring a period, movement, or subject within the field of philosophy.

## PHY 1007 - Physics for the Health Sciences

**3 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of all Developmental courses); and** MAT 1033 **or higher with a minimum grade of "C"**
**Corequisites:** PHY 1007L
This is a one-semester course for students in the health sciences who need a background in physics which is broad in scope and stresses applications in the health field.

## PHY 1007L - Physics for the Health Sciences Laboratory

**1 credit**
**Prerequisites:** MAT 1033 **or higher, with a minimum grade of "C"**
**Corequisites:** PHY 1007
This laboratory course accompanies PHY 1007 and is a one-semester course for students in the health sciences who need a

background in physics which is broad in scope and stresses applications in the health field. The course is designed to enhance the learning of physical concepts through a hands-on approach, emphasizing inquiry and problem solving in laboratory investigations.

## PHY 1020C - Fundamentals of the Physical World

**3 credits**
**Prerequisites:** *SB 1720 testing exemption or successful completion of all developmental courses*
Fundamentals of the Physical World is designed to provide a broad foundation in physical concepts to non-science majors. It emphasizes how physicists approach the problem of describing nature in terms of physical theories and the importance of experimental tests. This course addresses topics in mechanics, heat energy, wave motion, light, electricity and magnetism, and includes elements of modern physics. This is a state designated general education core course in natural sciences.

## PHY 2048 - General Physics I

**4 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing); and** MAC 2311 **with a minimum grade of "C"**
**Corequisites:** PHY 2048L
This calculus-based physics course is the first part of a sequence of two courses. The sequence covers the underlying principles and laws of classical mechanics, oscillations, waves, fluids, sound, thermodynamics, electromagnetism, elements of optics, and modern physics.

## PHY 2048L - General Physics I Laboratory

**1 credit**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing); and** MAC 2311 **with a minimum grade of "C"**
**Corequisites:** PHY 2048
This laboratory course accompanies PHY 2048 and is the first part of a sequence of two courses. The sequence includes investigations that illustrate and explore concepts and principles related to force and motion, work and energy, rotation, gravity, properties of matter, electric charges and currents, resistance and capacitance, magnetism and electromagnetic induction, optics, and nuclear radiation. The course is designed to encourage the concept of "learning by doing" and enhance student learning of physical concepts. It introduces students to experimental procedures, techniques and equipment; it involves setting up the laboratory equipment, collection of data, interpretation of experimental data and preparation of a lab report.

## PHY 2049 - General Physics II

**4 credits**
**Prerequisites:** PHY 2048 **and** PHY 2048L **with a minimum grade of "C" in each course**

**Corequisites:** PHY 2049L
This calculus-based physics course is the second part of a sequence of two courses. The sequence covers the underlying principles and laws of classical mechanics, oscillations, waves, fluids, sound, thermodynamics, electromagnetism, elements of optics, and modern physics.

## PHY 2049L - General Physics II Laboratory

**1 credit**
**Prerequisites:** PHY 2048 **and** PHY 2048L **with a minimum grade of "C" in each course**
**Corequisites:** PHY 2049
This laboratory course accompanies PHY 2049 and is the second part of a sequence of two courses. The sequence includes investigations that illustrate and explore concepts and principles related to force and motion, work and energy, rotation, gravity, properties of matter, electric charges and currents, resistance and capacitance, magnetism and electromagnetic induction, optics, and nuclear radiation. The course is designed to encourage the concept of "learning by doing" and enhance student learning of physical concepts. It introduces students to experimental procedures, techniques and equipment; it involves setting up the laboratory equipment, collection of data, interpretation of experimental data and preparation of a lab report.

## PHY 2053 - College Physics I

**4 credits**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing); and {a grade of "C" or better in (**MAC 1140 **and** MAC 1114**) or** MAC 1147**}**
**Corequisites:** PHY 2053L
This physics course, based on algebra and trigonometry, is the first part of a sequence of two courses. The sequence covers the underlying principles and laws of classical mechanics, oscillations, waves, fluids, sound, thermodynamics, electromagnetism, elements of optics and modern physics.

## PHY 2053L - College Physics I Laboratory

**1 credit**
**Prerequisites: (SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing); and {a grade of "C" or better in (**MAC 1140 **and** MAC 1114**) or** MAC 1147**}**
**Corequisites:** PHY 2053
This laboratory course accompanies PHY 2053 and is the first part of a sequence of two courses. The sequence includes investigations that illustrate and explore concepts and principles related to force and motion, work and energy, rotation, gravity, properties of matter, electric charges and currents, resistance and capacitance, magnetism and electromagnetic induction, optics, and nuclear radiation. The course is designed to encourage the concept of "learning by doing" and enhance student learning of physical concepts. It introduces students to experimental procedures, techniques and equipment; it involves setting up the laboratory equipment, collection of data, interpretation of experimental data, and preparation of a lab report.

## PHY 2054 - College Physics II

**4 credits**
**Prerequisites:** PHY 2053 **and** PHY 2053L **with a minimum grade of "C" in each course**
**Corequisites:** PHY 2054L
This physics course, based on algebra and trigonometry, is the second part of a sequence of two courses. The sequence covers the underlying principles and laws of classical mechanics, oscillations, waves, fluids, sound, thermodynamics, electromagnetism, elements of optics, and modern physics.

## PHY 2054L - College Physics II Laboratory

**1 credit**
**Prerequisites:** PHY 2053 **and** PHY 2053L **with a minimum grade of "C" in each course**
**Corequisites:** PHY 2054
This laboratory course accompanies PHY 2054 and is the second part of a sequence of two courses. The sequence includes investigations that illustrate and explore concepts and principles related to force and motion, work and energy, rotation, gravity, properties of matter, electric charges and currents, resistance and capacitance, magnetism and electromagnetic induction, optics, and nuclear radiation. The course is designed to encourage the concept of ―learning by doing‖ and enhance the student learning of physical concepts. It introduces students to experimental procedures, techniques and equipment; it involves setting up the laboratory equipment, collection of data, interpretation of experimental data, and preparation of a lab report.

## PLA 1003 - Introduction to Paralegal Studies

**3 credits**
This course provides an overview of the training and purpose of paralegals. It examines the role of the lawyer and the paralegal in modern society, the ethical and professional practice standards applicable to both lawyer and paralegal, and surveys the various fields of law to be covered in the Paralegal Studies program.

## PLA 1103 - Legal Research and Writing I

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
This course presents an introduction to legal research including citation form, case law, reading and finding statutes, legislative history, constitutional law, administrative law, court rules, local rules, loose-leaf services, secondary references, computer research, and ethical considerations.

## PLA 2114 - Legal Research and Writing II

**3 credits**
**Prerequisites:** PLA 1103 **with a grade of "C" or higher**
This course provides research and writing skills that the paralegal needs, with emphasis on legal writing and computer-assisted

legal research. The course is intended to familiarize students with problems, procedures, and ethics in legal research and writing. Computerized legal research techniques using LEXIS are examined in depth to complement the techniques learned in PLA 1103. Ethical issues in legal research and writing are explored in depth, in particular issues relating to computer-assisted legal research and internet resources.

## PLA 2200 - Litigation

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
This course is designed to familiarize the student with the structure of the federal and state judicial systems and their jurisdictions. It introduces the student to the basic litigation process and its procedural aspects by focusing on the federal and state rules of civil procedure and evidence. It includes comparisons of state and federal court rules, the drafting of pleadings, and ethical considerations relating to litigation.

## PLA 2202 - Torts

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
This course covers principles of tort litigation, lawyer and client relationships, causes of action, remedies and defenses, jurisdiction, commencement of lawsuits, rules of procedure, pleadings, gathering evidence, and ethical considerations.

## PLA 2600 - Wills, Trusts, and Probate Administration

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
This course provides instruction in estate planning, wills, probate practice and procedures, jurisdiction, functions of lawyers and personal representatives, initial steps in probate, inventory and appraisal, creditors' claims, distribution and discharge, ancillary administration, and ethical considerations.

## PLA 2610 - Real Estate Law and Property

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or equivalent**
This course provides a study of ownership, title issues, legal descriptions, real estate contracts, real estate transfers and transactions, real estate closings, and ethical considerations.

## PLA 2763 - Law Office Management

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
This course covers principles of organization and management, management styles, communications process, utilizing paralegals, management of office employees, office environment, office systems, office functions, financial management, and ethical considerations in law office management.

## PLA 2800 - Family Law

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or equivalent**
This course presents a study of various aspects of family law, including marriage, premarital and other agreements, annulment, dissolution of marriage, separation agreements, child custody, child support, alimony, judicial separation, adoptions, and ethical considerations relating to the field of family law.

## PLA 2880 - Constitutional Law

**3 credits**
**Prerequisites:** ENC 1101 **with a grade of "C" or higher, or equivalent**
This course examines the organization of the U.S. government, the relationship between the U.S. government and its citizens, and the rights and responsibilities of U.S. citizens as outlined in the U.S. Constitution. Special focus is on the first Ten Amendments of the U.S. Constitution, and the U.S. Constitution is presented from a legal perspective.

## PLA 2930 - Capstone-Portfolio

**1 credit**
**Prerequisites: Successful completion of 18 credit hours of PLA coursework, to include either** CJL 2100 **and/or** BUL 2241**- all with a grade of "C" or better**
**Corequisites:** PLA 2942
**Required: THIS COURSE IS REQUIRED AND IS DESIGNED FOR STUDENTS PREPARING TO GRADUATE AND TRANSITION TO EMPLOYMENT AND/OR CONTINUING EDUCATION.**
This capstone course will provide the opportunity for students to demonstrate what they have learned in the A.S. Paralegal program and gauge their ability to apply it. Students will engage in active discussions on law related topics and issues, particularly those that relate to current events. This course also requires the student to write a short paper on a contemporary legal topic or issue. Additionally, the student will prepare a cover letter and resume specifically for a paralegal or other law related position that he or she finds posted locally, nationally, or internationally. Students not working in a related field or who desire to improve their current positions will be encouraged to apply for the positions they find. Successful completion of the course requires demonstrating learning outcomes from core courses by passing the comprehensive examination at the end of the course. STUDENTS MUST PASS THIS CLASS IN ORDER TO EARN THE PARALEGAL STUDIES, A.S. DEGREE.

## PLA 2942 - Paralegal Internship

**3 credits**
**Prerequisites: Successful completion of 18 credit hours of AS Paralegal degree core coursework, not including** CGS 1100
**Corequisites:** PLA 2930
This course is designed to provide students with direct work experience in a legal setting such as a law firm, government agency, court, corporate legal department, or title company. Students will complete 135 hours of supervised paralegal work in a legal setting during their internship. Student experiences will be documented and evaluated by the supervising paralegal, lawyer, judge, judicial assistant, or title company supervisor. Students will submit a portfolio of legal writing samples and a report analyzing their work experiences at the end of the internship. Students are responsible for locating a suitable firm or organization in which to obtain this experience. The course is the capstone for the Florida SouthWestern State College AS degree in Paralegal Studies. Successful completion of this course demonstrates that students have effectively met the objectives and outcomes of the AS in Paralegal Studies Program.

## POS 2041 - American National Government

**3 credits**
This course is a study of the national government within the American federal system: its functions, processes, and contemporary problems of American political systems. Political parties, pressure groups, elections, Congress, the Presidency, and the Supreme Court are also discussed.

## POS 2112 - American State and Local Politics

**3 credits**
This course emphasizes practical politics and functional government. It is a critical analysis of state and community political systems and processes and uses the community as laboratory. Contacts with state/local officials are also included. Internships are encouraged and credit for practical experience is allowed when approved by instructor.

## POS 2141 - Urban Government and Politics

**3 credits**
**Prerequisites:** POS 2112 **with a grade of "C" or higher, or instructor approval**
This course is an introduction to the politics and functions of urban government using the local government as the laboratory for investigation. Students will interact with local government officials as they learn how government identifies community problems, allocates resources, prioritizes needs, addresses sustainability, and manages crises. Economic conditions, ethnicity, education, health care, affordable housing, environmental impact, and other issues will be featured.

## PSY 2012 - Introduction to Psychology

**3 credits**
This course is designed to give all students an introduction to psychology as a science and an understanding of psychology's

applications to everyday life. The general models and methods psychology uses are explored as well as the factors that influence human behavior, including physiology, genetics, sensation, perception, learning, memory cognition, emotions, motives, personality, abnormal behavior, and social interaction.

## PSY 2014 - General Psychology II

**3 credits**
**Prerequisites:** PSY 2012
This is the second course in introductory psychology designed primarily for psychology majors. Emphasis is placed on the basic principles and concepts of experimental psychology, including scientific methodology and experimental investigation, conditioning and learning, perception, cognition, memory, motivation, and neuropsychology.

## PSY 2862 - Psychology of Leadership

**3 credits**
This course examines the psychological and social processes that characterize effective leadership. Capitalizing on the theoretical concepts of positive psychology, topics will include positive leadership qualities, the dynamics of building positive engagement and communication, factors that enhance decision-making, and the utilization of social and psychological capital. Other subjects such as ethics, team building, goal-setting, and the facilitation of positive performance in organizational environments will also be discussed. Students will learn strategies, behaviors, characteristics, and skills of effective leaders, and will have the opportunity to explore and apply their personal leadership strengths by engaging in various course activities.

## QMB 3603 - Quantitative Business Statistics

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean** AND **STA 2023** *with minimum grade of "C" and either* **CGS 1100** *with minimum grade of "C"* **MAC 2233** *with minimum grade of "C".*
This course provides an introduction to basic mathematical and statistical methods and models, as well as their software applications for solving business problems and/or in making decisions. Includes topics such as descriptive and inferential analytics, hypothesis tests, correlation, forecasting, linear and multiple regression, and decision analysis.

## REA 0019 - Reading for College Success (*)

**3 credits**
This is a classroom/laboratory course which is required for students whose reading test scores indicate a need for the development of reading skills. This is an integrated course of literal and inferential comprehension, vocabulary, rate and flexibility, listening, writing, and study skills. An exit test must be passed to exit this course. Successful completion of this course

with a grade of "C" or better is part of a prerequisite for ENC 1101.

(*) Developmental credit only-does not count toward a degree or certificate.

## REA 1605 - Study Skills for College Students

**1 credit**
**Recommended: Recommended for students needing to improve their reading speed, comprehension and vocabulary**
This course is designed to introduce specific study strategies and to encourage self-determination and student motivation. Emphasis is placed on the individual application of different learning techniques for all college students.

## REA 2208 - Critical Reading

**1 credit**
**Prerequisites: SB 1720 Testing Exemption or (REA 0017 or** REA 0019**) or Testing**
This course is designed for students with college-level reading skills who want to increase critical reading and thinking skills.

## REA 2405 - Rate and Flexibility

**1 credit**
**Prerequisites: SB 1720 Testing Exemption or (REA 0017 or** REA 0019**) or Testing**
This course is designed for students with good reading skills who want to increase reading speed and flexibility while maintaining or increasing their level of comprehension.

## REA 2505 - Vocabulary Development

**1 credit**
**Prerequisites: SB 1720 Testing Exemption or (REA 0017 or** REA 0019**) or Testing**
This course is designed for students with college level reading skills who want to increase their vocabulary by using word analysis skills, context clues, and figurative language techniques.

## RED 3324 - Teaching Reading in the Middle School Curriculum

**3 credits**
**Prerequisites: Admission to the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**,**

**and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to prepare teacher candidates with theory and methodology for teaching reading at the middle school level. The course will emphasize Scientifically-Based Reading Research (SBRR) and strategies for developing vocabulary and comprehension. In this course, teacher candidates will also examine research and practice regarding teaching of specialized reading strategies for the various disciplines. Teacher candidates will also evaluate student progress in reading and integrate reading and study skills into content area instruction. This course requires 15 hours of field experience in a middle grades (5-9) reading classroom.

## RED 4012 - Foundations of Literacy

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in program in Education or special permission from the Dean of School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
**Required: 15 hours of field experience in a K-5 classroom setting**
This course will prepare teacher candidates to be effective elementary reading teachers for a diverse population of students. Teacher candidates will develop a substantive knowledge of the structure and function of language for each of the five major components of the reading process: phonemic awareness, phonics, fluency, vocabulary, and comprehension. Teacher candidates will evaluate the major reading philosophies and research-based strategies for teaching reading. Teacher candidates will also apply the research-based reading strategies to create literacy experiences for elementary students that engage them in critical thinking and constructivist principles. The teacher candidates will also learn how to differentiate reading instruction for English Language Learners (ELLs) and students with exceptionalities. This course requires fifteen hours of field experience in a K-5 classroom setting.

## RED 4335 - Teaching Reading in the Content Areas

**3 credits**
**Prerequisites: Admission into the Bachelor of Science in program in Education or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101 - Composition I**,** ENC 1102 - Composition II**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
This course is designed to promote effective teaching of literacy skills across the curriculum. The major emphasis of this course is placed on current theories, methods, and materials used in content area literacy instruction. Lecture, discussion, simulated teaching, and field work constitute different course activities. Also, this course emphasizes that reading is a process of student engagements in both fluent decoding of words and construction of meaning. This course covers knowledge of language structure and function and cognition for each of the five major components of the reading process.

## RED 4519 - Diagnosis and Intervention in Reading

**3 credits**
**Prerequisites:** ENC 1101, ENC 1102**, 3 credits of college level mathematics,** RED 4012 *or* RED 3324**-all with a minimum grade of "C" Required: This course requires fifteen (15) hours of field experience in K-6 for ELED majors and fifteen (15) hours of field experience in 5-9 for LAED students.**

This course is designed to introduce teacher candidates to a wide range of reading assessment instruments and scientifically-based strategies used for understanding the individual and diverse needs of children. Candidates in this course will focus on effective use of assessment data to identify areas of concern and to plan, evaluate, and revise effective reading instruction to prevent difficulties and promote development. This class will explore materials and methods for a student-centered approach which builds on the students' strengths and will focus on developing intervention plans for struggling readers. After taking this course, teacher candidates will have a stronger understanding of the reading process including the five dimensions of reading (e.g. phonemic awareness, phonics, fluency, vocabulary, comprehension) and factors that promote effective teaching of literacy skills. This course requires fifteen (15) hours of field experience in K-6 for ELED majors and fifteen (15) hours of field experience in 5-9 for LAED students.

## REL 2300 - World Religions- (I)

**3 credits**
This course is an introduction to the world's religions with emphasis on oral and written traditions, historical development, beliefs, rituals, ethics, and function in society. Religions include but are not limited to Hinduism, Buddhism, Confucianism, Taoism, Shinto, Judaism, Christianity, and Islam.

(I) International or diversity focus

## RET 1007 - Respiratory Care Pharmacology - AS

**2 credits**
**Prerequisites:** RET 1024 **with a grade of "C" or higher**
The knowledge and skills required for safe, effective administration of therapeutic drugs and indications and contraindications associated with drug therapy are an integral part of this course. This course introduces essential and advanced concepts of pharmacology as related to Respiratory Care. Anatomy and physiology of body systems as related to drug therapy, as well as drugs related to both maintenance and emergency care, will be emphasized.

## RET 1024 - Introduction to Cardiopulmonary Technology - AS

**3 credits**
**Prerequisites: Permission to enter into the Respiratory Care or Cardiovascular Programs**
This course begins with an orientation to the Respiratory Care and Cardiovascular Technology Professions. The historical development of and current trends in cardiopulmonary technology are discussed. The basics of applied cardiopulmonary anatomy and physiology as related to cardiopulmonary structure and function are introduced. There are weekly assignments for selected Medical Terminology and basic medical practice, related to asepsis.

## RET 1275C - Clinical Care Techniques - AS

**4 credits**

**Prerequisites:** RET 1024 *with a grade of "C" or higher*
This combined lecture-laboratory course provides the foundation for both clinical skills and basic patient assessment skills necessary to Respiratory Care practice in a patient care setting. The course introduces the professional standards for medical asepsis, patient positioning, basic pulmonary assessment, medical ethics and behavioral problems unique to patients with respiratory illnesses.

## RET 1613C - Cardiopulmonary Anatomy and Physiology - AS

**2 credits**
**Prerequisites:** RET 1024 *with a grade of "C" or higher*
This course covers: cardiopulmonary anatomy and physiology in detail, diffusion and transport of cardio-respiratory gases, blood gas, renal and acid base physiology, ECG and basic hemodynamic analysis, cardiopulmonary exercise testing, and human gestational development of the cardiopulmonary systems. The physiologic calculations related to quantification of cardiopulmonary performance are also emphasized.

## RET 1832L - Clinical Practicum I - AS

**1 credit**
**Prerequisites:** RET 1613C**,** RET 1007*,* **and** RET 1275C**-all with a grade of "C" or higher**
This first clinical course consists of supervised clinical practice in both the on-campus cardiopulmonary laboratory and hospital clinical sites. Areas of concentration in this course are the development of bedside respiratory care, clinical skills, and observational opportunities for Respiratory Care diagnostic and interventional procedures. Students will be able to practice in realistic clinical environments in at least 2 local hospitals during this 6 week rotation.

## RET 2234C - Respiratory Therapeutics - AS

**6 credits**
**Prerequisites:** RET 1613C *with a grade of "C" or higher*
**Corequisites:** RET 2874L*,* RET 2254C
Bronchial hygiene, lung expansion therapy as well as medical gas, humidity and aerosolization concepts are presented, in concert with advanced respiratory pharmacology. Clinical and laboratory experience affords the student the opportunity to observe and practice basic respiratory procedures and equipment and clinical critical thinking. The concepts fundamental to Mechanical Ventilation are introduced.

## RET 2244 - Critical Care Applications - AS

**2 credits**
**Prerequisites:** *For cardiovascular students:* CVT 2420C*,* CVT 2620C, CVT 2840L**-all with a grade of "C" or better; For respiratory care students:** RET 2234C*,* RET 2254C*,* RET 2714**, and** RET 2874L*-all with a grade of "C" or better*
This course presents an in-depth study of critical care hemodynamic measurements for medical, surgical, and emergency patients.

Intra-Aortic balloon pumping, Swan-Ganz monitoring, artificial airways, oxygen delivery devices, cardiovascular pharmacology, and basic ACLS algorithms are also presented.

## RET 2254C - Respiratory Care Assessment - AS

**6 credits**
**Prerequisites:** RET 1613C *with a grade of "C" or higher*
**Corequisites:** RET 2234C
In this course the student will learn the assessment of patients for diagnostic and therapeutic interventions. The focus of this course is the differential diagnosis procedures for cardiopulmonary patients. The development of appropriate communication skills with physicians, patients, and other health care providers is emphasized through the preparation and delivery of a complete patient case study.

## RET 2264C - Advanced Mechanical Ventilation - AS

**6 credits**
**Prerequisites:** RET 2234C *with a grade of "C" or higher*
**Corequisites:** RET 2875L**,** RET 2295
In this course, the student will learn the advanced theory and application of techniques for artificial mechanical ventilation, as well as ancillary forms of patient monitoring. The continued development of the application of the various modes of mechanical ventilation and their graphical analysis and ventilator synchrony are key concepts for the learner. The laboratory will demonstrate the clinical concepts and applications to specific ventilator modes as well as ventilator types, used in the Southwest Florida clinical affiliates. The physiological and realistic formats for mechanical ventilation will be consistently contrasted throughout the course. This content, for this course, comprises the single greatest emphasis on the National Board Exams.

## RET 2295 - Pulmonary Studies - AS

**3 credits**
**Prerequisites:** RET 2234C *and* RET 2254C*, both with a grade of "C" or higher*
**Corequisites:** RET 2264C**,**RET 2875L
Respiratory Care students investigate the causes of pulmonary diseases and injuries that impact on the pulmonary system structure and function. This course concentrates upon diagnostic techniques that lead to a better understanding of etiology and pathogenesis of pulmonary disease and response to injury. Critical thinking in response to the diagnostic process and treatment choice is emphasized. Clinical Simulation Exams are offered each week to reinforce the application of lecture material and prepare the student for NBRC Registry exams.

## RET 2714 - Neonatal-Pediatric Respiratory Care - AS

**3 credits**
**Prerequisites:** RET 1613C *with a grade of "C" or higher*

This course covers the development and physiology of the fetal and neonatal lung including perinatal circulation, pulmonary function in infants, and developmental physiology of the lung. Neonatal and pediatric pulmonary disorders and their corresponding respiratory care are emphasized. An introduction to Neonatal and Pediatric therapeutic interventions including Pediatric Mechanical Ventilation is provided at the end of the semester.

## RET 2874L - Clinical Practicum II - AS

**1 credit**
**Prerequisites:** RET 1613C *with a grade of "C" or higher*
**Corequisites:** RET 2234C, RET 2254C
The second supervised clinical practice course for the Respiratory Care Program enables the students to develop appropriate psycho-motor and affective skills as they assist the therapist in respiratory procedures in both inpatient and outpatient situations. The development of patient assessment skills and advancement to increasingly acute patient care situations occurs throughout this Clinic.

## RET 2875L - Clinical Practicum III - AS

**1 credit**
**Prerequisites:** RET 2874L *with a grade of "C" or higher*
**Corequisites:** RET 2264C**,** RET 2244
This is the third of four courses for supervised clinical practice at an affiliated hospital. Areas of concentration in this critical care clinical course are arterial blood gasses, mechanical ventilation, ventilation monitoring, ECG monitoring, chest x-ray evaluation, intra-aortic balloon pumping, Swan-Ganz catheterization and monitoring, cardiac output determination, chest tube drainage, and airway management.

## RET 2876L - Clinical Practicum IV - AS

**3 credits**
**Prerequisites:** RET 2875L**,** RET 2264C, **and** RET 2244-*all with a grade of "C" or higher*
**Corequisites:** RET 2930
Under supervision, the student actively participates in respiratory care measures in all areas of the acute care facility. Students maintain equipment, participate in emergency procedures and critical care procedures as well as observation rotations in the home care setting and physician pulmonology practice. This last clinical practice course provides an internship environment prior to graduation and professional practice.

## RET 2930 - Respiratory Care Practitioner as a Professional - AS

**2 credits**
**Prerequisites:** RET 2264C *with a grade of "C" or higher*
**Corequisites:** RET 2876L

In this course the professional relationship of the respiratory therapist is presented and a basic research format is emphasized with an added option of taking an ACLS class and NBRC Self Assessment Exams for both parts of the RRT board exam. The development of a professional resume, interviewing skills and medical ethics, for Respiratory Care Practice, are course requirements.

## RET 4034 - Problems in Patient Management

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
This is a case-based course that identifies the problems associated with complex patient management issues in the diagnostic and acute care environments. This course will make use of discussion and guest instruction from Interdisciplinary Health Care professionals.

## RET 4050 - Research Methods

**3 credits**
**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101**,** ENC 1102**, and three semester hours of college level mathematics; or permission from the appropriate academic Dean**
The statistical analysis tools and organizational principles that underpin research practices for evidence-based medicine are surveyed. Specific literature-based examples are used to provide the basis for the presentation of research methods in clinical practice.

## RET 4285 - Cardiopulmonary Diagnostics and Intervention

**3 credits**
**Prerequisites:** *Admission into the BAS Cardiopulmonary Sciences program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
Advanced invasive Cardiac and Pulmonary diagnostic techniques to include, but not be limited to, advanced cardiac catheterization lab procedures, intra vascular interventions, and related chemical and mechanical devices for Cardiopulmonary intervention are explored in depth.

## RET 4445 - Cardiopulmonary Diagnostics

**3 credits**

**Prerequisites: Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
Advanced invasive and non-invasive Cardiac and Pulmonary diagnostic procedures to include but not be limited to: cardiac catherization, electrophysiology, echocardiography, stress testing, pulmonary studies and sleep disorders, explored in depth.

## RET 4505 - Chest Medicine

**3 credits**
**Prerequisites:** *Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
This course examines the development of a comprehensive treatment plan for specific Cardiac or Pulmonary disorders.

## RET 4536 - Cardiopulmonary Rehabilitation

**3 credits**
**Prerequisites:** *Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102**,** *and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
The sociological and medical-legal aspects of patient care are explored through discussion and situation analysis in this course with an emphasis on Cardiac and Pulmonary care issues.

## RET 4715 - Advanced Neonatal Medicine

**3 credits**
**Prerequisites:** *Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
The principles that underlie fetal developmental and congenital pathology with an emphasis on advanced practice for neonatology and cardiac care are discussed and analyzed. The practice issues for the Neonatal Intensive Care Unit and Pediatric Catheterization Lab are also reviewed.

## RET 4933 - Selected Topics in Cardiopulmonary Sciences

**3 credits**
**Prerequisites:** *Admission into the BAS Cardiopulmonary Sciences Program; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102**,** *and three semester hours of college level mathematics; or permission from the appropriate academic Dean*

This class is designed to enable the student to analyze and present a specific contemporary problem(s) in adult critical care, cardiopulmonary departmental administration, or invasive Cardiology practice.

## RMI 2001 - Principles of Risk Management

**3 credits**
This course covers basic principles and concepts relating to risk management as it relates to personal and business environments. The major areas of instruction include property/casualty, life, and health.

## RTE 1000 - Introduction to Radiography and Patient Care - AS

**3 credits**
**Prerequisites:** *Admission into the Radiologic Technology Program*
**Corequisites:** RTE 1503/RTE 1503L**,** RTE 1418
This course is an overview of medical imaging and an investigation of patient care techniques applicable to the practicing radiographer. This course includes concepts on becoming a technologist, practicing the profession, and competently performing patient care in the medical environment.

## RTE 1001 - Radiographic Terminology - AS

**1 credit**
**Prerequisites: Admission into the Radiologic Technology Program**
This course is the study of the language of medicine which is commonly used in the field of Radiology. It includes the construction, analysis, spelling, application, and pronunciation of medical terms and how they relate to the structure and function of the human body. It explores the use of medical words and abbreviations used in Radiologic procedures, pathophysiology, and case histories.

## RTE 1418 - Principles of Radiographic Exposure I - AS

**3 credits**
**Prerequisites: Admission into the Radiologic Technology Program**
**Corequisites:** RTE 1000**,** RTE 1503**,** RTE 1503L
The course leads the learner through concepts related to radiographic imaging including: beam restriction, grids, radiographic film, processing, sensitometry, intensifying screens, quality factors, and conversion techniques involving manipulation of exposure parameters.

## RTE 1457 - Principles of Radiographic Exposure II - AS

**2 credits**
**Prerequisites:** RTE 1613 **with a grade of "C" or better**
**Corequisites:** RTE 1814
**A course designed to build upon the concepts learned in** RTE 1613**, Radiologic Physics, and** RTE 1418**, Principles of Radiographic Exposure I. The course leads the learner through concepts related to radiographic imaging including: film critique, exposure control systems including fixed and variable kilovoltage technique chart construction, automatic exposure control, and exposure conversion methods.**

## RTE 1503 - Radiographic Positioning I - AS

**4 credits**
**Prerequisites:** *Admission into the Radiologic Technology Program*
**Corequisites:** RTE 1000**,** RTE 1503L**,** RTE 1418
Students learn basic radiographic positioning for the chest, abdomen, upper, and lower extremities. Concepts include radiographic anatomy and film analysis. Radiation protection is stressed and demonstrated for each procedure.

## RTE 1503L - Radiographic Positioning I Lab - AS

**2 credits**
**Prerequisites:** *Acceptance into the Radiologic Technology Program*
**Corequisites:** RTE 1000**,** RTE 1503*,* RTE 1418
This course is designed to provide students with clinical experience in a supervised radiologic setting. The student will put into practice the theories discussed in the accompanying RTE courses. Clinical rotations through selected areas of the Radiology Department allow students to attain experience in patient transportation; operations of the department; radiography room equipment manipulation; image receptor handling and processing; accessory equipment usage; and patient care and safety. The student will demonstrate competence in basic chest and abdomen radiography and will observe and assist with basic radiographic procedures of the upper extremities, and lower extremities under direct supervision by a registered technologist.

## RTE 1513 - Radiographic Positioning II - AS

**4 credits**
**Prerequisites:** RTE 1503 *and* RTE 1503L*-both with a grade of "C" or better*
**Corequisites:** RTE 1804
Students learn basic radiographic positioning for the entire spine; bony thorax; upper gastrointestinal system; lower gastrointestinal system; genitourinary and biliary systems. Concepts include radiographic anatomy and film analysis. Radiation protection is stressed and demonstrated for each procedure.

## RTE 1523 - Radiographic Positioning III - AS

**3 credits**
**Prerequisites:** RTE 1513 and RTE 1804-*both with a grade of "C" or better*
**Corequisites:** RTE 1814
Students learn basic radiographic positioning for the skull including facial bones, orbits, sinuses, temporomandibular joints, mandible, and nasal bones. Concepts include radiographic anatomy and film analysis. Radiation protection is stressed and demonstrated for each procedure.

## RTE 1573 - Radiologic Science Principles - AS

**3 credits**
**Prerequisites:** RTE 1457 *with a grade of "C" or better*
**Corequisites:** RTE 1824
A course designed to acquaint students with advanced imaging concepts related to Radiologic Technology. Topics covered include: mobile radiography, fluoroscopy, tomography and basic physical concepts related to computed tomography, magnetic resonance imaging, mammography, and other imaging modalities. Students learn advanced radiographic procedures including venipuncture, trauma radiography, pediatric radiography, and foreign body localization. Special consideration is placed on positioning and exposure techniques that help the radiographer consistently obtain optimum images of human anatomy.

## RTE 1613 - Radiographic Physics - AS

**4 credits**
**Prerequisites:** RTE 1418 *with a grade of "C" or better*
**Corequisites:** RTE 1804
This course is a study of the fundamental units of measurement, the structure of matter, and the concepts of work, force, and energy. The course covers the following basics of electricity: electrostatics, electrodynamics, magnetism, and the electric generator. Concepts include electromagnetic induction, transformers, rectifiers, X-ray tubes, and the interactions that produce x-radiation. Radiation measurement and basic radiation protection concepts are also included.

## RTE 1804 - Radiology Practicum I - AS

**3 credits**
**Prerequisites:** RTE 1503L **with a grade of "C" or higher**
This course is designed to provide students with clinical experience in a supervised radiologic setting. The student will put into practice the theories discussed in the accompanying RTE courses. Clinical rotations through selected areas of the Radiology Department and the operating room allow students to attain experience in radiography room equipment manipulation; image receptor handling and processing; accessory equipment usage; contrast media usage and preparation; patient care and safety; and surgical protocol and radiography. The student will demonstrate competence in advanced imaging of the chest, acute abdominal radiography, and radiographic procedures of the upper extremities and lower extremities. The student will observe and assist with radiographic fluoroscopic procedures, and radiographic procedures of the spine and bony thorax under direct supervision by a registered technologist. Students will maintain and increase their skill level on radiographic procedures in which they were previously deemed competent.

## RTE 1814 - Radiology Practicum II – AS

**3 credits**
This course is designed to provide students with clinical experience in a supervised radiologic setting. The student will put into practice the theories discussed in the accompanying RTE courses. Clinical rotations through selected areas of the Radiology Department and the operating room allow students to attain increased proficiency in radiography room equipment manipulation; image receptor handling and processing; accessory equipment usage; contrast media usage and preparation; patient care and safety; and surgical protocol and radiography of more acute patients. The student will demonstrate competence in fluoroscopic procedures, mobile imaging of the chest and abdomen, trauma hip imaging, a selected ARRT radiographic procedure, and mobile fluoroscopic equipment manipulation. The student will observe and assist with mobile fluoroscopic procedures in the operating room, radiographic procedures of the cranium, facial bones, and bony thorax under direct supervision by a registered technologist. Students will also utilize critical thinking skills in the performance of advanced radiographic procedures (LII competency) previously deemed competent on difficult patients. Additionally, students will demonstrate problem solving techniques in the performance of radiographic procedures in which they were previously deemed competent on more acute patients.

## RTE 1824 - Radiology Practicum III - AS

**3 credits**
**Prerequisites:** RTE 1814 **with a grade of "C" or better**
This course is designed to provide students with clinical experience in a supervised radiologic setting. The student will put into practice the theories discussed in the accompanying RTE courses. Clinical rotations through selected areas of the Radiology Department, CT suite, and the operating room allow students to attain increased proficiency and independence in radiography room equipment manipulation; image receptor handling and processing; accessory equipment usage; contrast media usage and preparation; patient care and safety; fluoroscopy procedures of more critical patients; surgical protocol and procedures; and advanced radiography of acute patients. The student will demonstrate competence in routine spine imaging, imaging of the bony thorax, trauma shoulder, and mobile C-arm procedure. Students will also utilize critical thinking skills in the performance of advanced radiographic procedures on difficult patients. These Level II competencies will include mobile imaging, fluoroscopic procedures, and an exam that is drawn from previous semester's material that a student has proven competent. The student will observe and assist in imaging of the cranium, facial bones, and procedures performed in the CT suite.

## RTE 1951 - Radiologic Technology Equivalency Assessment - AS

**1 credit**
**Prerequisites: Permission of instructor**
Equivalency Assessment is a process designed to assist Registered Radiologic Technologists who desire to earn the Associate in Science Degree in Radiologic Technology. These individuals are graduates of accredited, hospital-based, radiologic technology programs who are certified by the American Registry of Radiologic Technologists (ARRT).

## RTE 2061 - Radiologic Technology Seminar - AS

**2 credits**

**Prerequisites:** RTE 2782, RTE 2473, RTE 2385**-all with a grade of "C" or better**
This is a final, comprehensive course that reviews and inter-relates concepts previously covered in the two-year curriculum. It provides the student with a meaningful approach to evaluate previous learning and to investigate areas of needed preparation for employment and credentialing. The course also includes employment interview skills and related concepts such as resume preparation.

## RTE 2385 - Radiation Biology and Protection - AS

**2 credits**
**Prerequisites:** RTE 1613 *with a grade of "C" or better*
**Corequisites:** RTE 2834
An examination of radiation safety issues related to the Radiologic Technology profession. Emphasis is given to concepts that increase one's awareness of the responsibility to protect the public and self from unnecessary radiation dose.

## RTE 2473 - Quality Assurance - AS

**2 credits**
**Prerequisites:** RTE 1418 *with a grade of "C" or better*
**Corequisites:** RTE 2834
A course designed to introduce the radiography student to evaluation methodology of radiographic systems to assure consistency in the production of quality images at the lowest dose.

## RTE 2563 - Special Radiographic Procedures and Cross-Sectional Anatomy - AS

**3 credits**
**Prerequisites:** RTE 1523 *with a grade of "C" or better*
**Corequisites:** RTE 1824
This course is an investigation of the anatomy, equipment, and techniques for special radiographic procedures. Included are angiographic, neuroradiographic, and interventional procedures. Infrequent, but interesting studies are also covered such as lymphography and sialography. Included in this course is an 8-week in-depth study of cross-sectional anatomy as demonstrated by digital imaging techniques.

## RTE 2571 - Physics and Instrumentation in CT

**3 credits**
This course presents a study of the physical principles and instrumentation of computed tomography. The content of this course includes the historical development of computerized tomography along with patient preparation and care, physical principles related to data acquisition and image formation will be presented along with postprocessing, display, and archival techniques. Artifacts and other factors affecting image quality will be discussed. Content will include clinical applications, procedures, and protocols for CT imaging.

## RTE 2762 - Cross-sectional Anatomy and Pathology for CT

**3 credits**
This course examines normal anatomical structures and the relative position of organs to one another in the sagittal, coronal, oblique, and transverse planes as demonstrated on CT images. Normal structures of the head, neck, thorax, abdomen, pelvis, spine and extremities will be presented and compared to various abnormalities and pathologic processes typically revealed through the use of computed tomography.

## RTE 2782 - Radiographic Pathology - AS

**2 credits**
**Prerequisites:** RTE 2563 *with a grade of "C" or better*
This course is the study of disease processes of the human body and how they are identified radiographically. The pathology of each major body system and the imaging methods and procedures used for diagnosis are explored.

## RTE 2805 - CT Clinical Education

**3 credits**
This course provides clinical practice experiences designed to sequentially develop, apply, critically analyze, integrate, synthesize and evaluate concepts and theories in the performance of radiological computed tomography procedures. Through structured, sequential, competency-based clinical assignments, concepts of team practice, patient-centered clinical practice and professional development are discussed, examined, and evaluated.

## RTE 2834 - Radiology Practicum IV - AS

**3 credits**
**Prerequisites:** RTE 1824 *with a grade of "C" or better*
This course is designed to provide the students with clinical experience in a supervised radiologic setting. The student will put into practice the theories discussed in the accompanying RTE courses. Clinical rotations through selected areas of the Radiology Department, Angiography suite, and the operating room allow students to attain increased proficiency and independence in radiography room equipment manipulation; image receptor handling and processing; accessory equipment usage; contrast media usage and preparation; patient care and safety; and surgical protocol and radiography of more acute patients. The student will demonstrate competence in radiographic procedures of the cranium, facial bones, pediatric imaging of the chest, trauma cervical spine imaging, a selected ARRT radiographic procedure, and a special procedure category. Students will also utilize critical thinking skills in the performance of advanced radiographic procedures on difficult patients. These Level II competencies will include mobile orthopedic imaging, operating room radiologic procedure, and a trauma upper and lower extremity exam that are drawn from previous semester's material in which a student has proven competent. Additionally, students will demonstrate problem solving techniques in the performance of radiographic procedures in which they were previously deemed competent on more acute patients.

## RTE 2844 - Radiology Practicum V - AS

**2 credits**
**Prerequisites:** RTE 2834 *with a grade of "C" or better*
This course is designed to provide students with clinical experience in a supervised radiologic setting. The student will put into practice the theories discussed in the accompanying RTE courses. Clinical rotations through selected areas of the Radiology Department, operating room, and optional rotations through MRI, Ultrasound, Nuclear Medicine, CT, and Special Procedures. These rotations allow students to attain increased proficiency and independence in radiography room equipment manipulation; image receptor handling and processing; accessory equipment usage; contrast media usage and preparation; patient care and safety; and surgical protocol and advanced radiography of acute patients. Students will also utilize critical thinking skills in the performance of more advanced radiographic procedures (LII competency) on difficult patients. These Level II competencies will include mobile imaging of an acute care patient, a more complex operating room radiologic procedure, and an exam performed in the radiology department drawn from previous five semester's material in which a student has proven competent. Additionally, students will demonstrate advanced problem-solving techniques in the performance of radiographic procedures in which they were previously deemed competent on more acute patients.

## SBM 2000 - Small Business Management

**3 credits**
Small business firms constitute an important part of today's business system. This course focuses on the need for small business firms to anticipate and adjust promptly to significant shifts, customer demands, competitors' actions and public expectations. Emphasis is on improving the quality of small firm management and should contribute to the success of individual firms.

## SCE 1949 - Science Internship I

**3 credits**
**Prerequisites: 6 credit hours of discipline specific coursework (courses in the 1000 or 2000 levels with prefixes of AST, BSC, CHM, GLY, ISC, MCB, OCB, OCE, PCB, PHY) each completed with a grade of "C" or higher; 15 completed program hours (in AA General Education) or permission of Dean**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

## SCE 2949 - Science Internship II

**3 credits**
**Prerequisites:** SCE 1949 **with a grade of "C" or higher**
This course offers a cooperative program between Florida SouthWestern State College, students, and local employers/volunteer organizations. This course requires verified work hours and a written summary report at the end of the work experience.

## SCE 3320C - Teaching Biology & Other Life Sciences in the Middle School with Practicum

**4 credits**
**Prerequisites: Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education;** EDG 4004, EDG 3410*, and* EDM 3230**-all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:** ENC 1101, ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
**Required:** *This course requires 35 hours of practicum in a 5-9 classroom setting over a minimum of ten weeks.*
This course covers techniques and materials of instruction for teaching science in the middle grades (5-9). In this course, teacher candidates learn principles of effective curriculum design and assessment and apply these principles by designing and developing interactive biological and life science curriculum projects and assessments for middle school students. This course addresses specific Next Generation State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification. This course requires thirty-five (35) hours of practicum in a 5-9 classroom setting.

## SCE 3362C - Methods in Teaching High School Science with Practicum

**4 credits**
**Prerequisites:** *Admission into the Bachelor of Science program in Education or special permission from the Dean of the School of Education;* EDG 4004, EDG 3410**, and** EDM 3230-*all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101*,* ,ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
**Required: This course requires thirty-five (35) hours of practicum in a 6-12 classroom setting over a minimum of ten weeks.**
This course is designed to: 1) enlarge and expand the instructional theories, ideas, and strategies for teaching secondary school sciences; and 2) help the teacher candidate gain the knowledge and skills necessary to become an effective teacher and leader in the area of secondary school biology and the other secondary school sciences. The activities in this course will: a) develop the theoretical basis for science instruction intended for middle school and secondary school students; b) illustrate and apply models for instruction in science courses involving laboratory, field activities, and technology in the process of enhancing students' understanding of science; and c) provide practical experience in planning, implementing, assessing, and evaluating science instruction. This course addresses specific Next Generation Sunshine State Standards, subject matter competencies, and pedagogy pertinent to the discipline and required for certification.

## SCE 3420C - Teaching Physical Science in the Middle School with Practicum

**4 credits**
**Prerequisites: Admission to the Bachelor of Science in Education program or special permission from the Dean of the School of Education;** EDG 4004**,** EDG 3410**,** *and* EDM 3230-*all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
**Required: This course requires 35 hours of practicum in a 5-9 classroom setting over a minimum of ten weeks.**
This course is designed to prepare teacher candidates to teach physical science in the middle grades (5-9). Teacher candidates will apply appropriate strategies in designing and implementing standards-based lessons with physical science focus. Teacher

candidates will integrate relevant technology resources for understanding physical science in their lessons. This course requires thirty-five (35) hours of practicum in a 5-9 classroom setting.

## SCE 4940 - Internship in Secondary Education with Biology Emphasis

**12 credits**
**Prerequisites:** *Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education;* EDG 4004**,** EDG 3410**,** EDM 3230-*all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
**Required: This course requires teacher candidates to lead instruction in an area 6-12 science classroom under the supervision of a trained clinical educator. The internship requires 15 weeks in a 6-12 classroom for the duration of the mentor teacher's contracted day.**
This course requires teacher candidates to lead instruction in an area 6-12 science classroom under the supervision of a trained clinical educator. Guided by the Florida Educator Accomplished Practices, ESOL Performance Standards, and ESOL K-12 Competencies and Skills, teacher candidates will write lesson plans, choose materials, conduct lessons, and manage student behavior during one semester of full day internship. Over the course of the internship, teacher candidates will conduct systematic inquiry about their work with children in 6-12 school settings and continually revise their classroom instruction and management through a cycle of reflective practice. Through a variety of assessment techniques, teacher candidates will evaluate student learning and achievement gains, as well as their impact on 6-12 learners. Teacher candidates will participate in a series of required mandatory seminars at Florida SouthWestern State College.

## SCE 4943 - Internship in Middle Grades Science Education

**12 credits**
**Prerequisites:** *Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education;* EDG 4004**,** EDG 3410*, and* EDM 3230-*all with a grade of "C" or higher; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101*, ENC 1102, and three semester hours of college level mathematics; or permission from the appropriate academic Dean*
**Required:** *This course requires teacher candidates to lead instruction in an area 5-9 science classroom under the supervision of a trained clinical educator. The internship requires 15 weeks in a 5-9 classroom for the duration of the mentor teacher's contracted day.*
This course requires teacher candidates to lead instruction in an area 5-9 science classroom under the supervision of a trained clinical educator. Guided by the Florida Educator Accomplished Practices, ESOL Performance Standards, and ESOL K-12 Competencies and Skills, teacher candidates will write lesson plans, choose materials, conduct lessons, and manage student behavior during one semester of full day internship. Over the course of the internship, teacher candidates will conduct systematic inquiry about their work with children in 5-9 school settings and continually revise their classroom instruction and management through a cycle of reflective practice. Through a variety of assessment techniques, teacher candidates will evaluate student learning and achievement gains, as well as their impact on 5-9 learners. Teacher candidates will participate in a series of required mandatory seminars at Florida SouthWestern State College.

## SLS 1101 - College Success Skills

**3 credits**
This course is designed to make the adjustment of the first time entering college student, as well as the reentering student, more comfortable and successful. It is also designed to help the student develop effective learning strategies and techniques in order to be successful in college studies. The course is intended to positively impact the academic performance, social adjustment, and personal growth of the student.

## SLS 1107 - Achieving Academic Success

**1 credit**
This course is designed for students who have not succeeded in their academic studies and are on academic dismissal and suspension. It provides the essential skills needed to become a competent and motivated student. Students will learn to prioritize their time, develop memory and thinking skills, take meaningful notes during lectures and assigned readings, develop strategies for taking various types of tests, and improve both written and oral communication skills. In addition, the course will promote self-esteem and a desire to succeed, not only in their academic performance, but in their personal and professional lives.

## SLS 1301 - Career and Educational Exploration

**1 credit**
This course is designed for students who are undecided or need clarification in choosing a major course of study at Florida SouthWestern State College or in choosing a career path. Students will be introduced to various assessment tools that will provide personal information that can be used to discover how their interests relate to careers. Students will have a better understanding of themselves, the higher education system, and career expectations and be able to evaluate and use relevant information about career and life planning.

## SLS 1310 - Nursing Peer Enrichment Program I - AS

**2 credits**
**Prerequisites: Acceptance into the Nursing Program**
This course is designed to enhance the adjustment of the nursing student making the transition to the nursing major more comfortable and successful, and to help the student develop effective learning strategies and techniques in order to be successful in their college studies and the nursing major. Students will discover how they learn best and how to monitor thinking and learning processes. The course is intended to positively impact the academic performance, social adjustment, and personal and professional growth of the student. This is a required course for a select group of nursing students meeting certain criteria. It is also open to any nursing student wishing to enroll.

## SLS 1311 - Nursing Peer Enrichment Program II - AS

**2 credits**
**Prerequisites:** SLS 1310 *with a grade of "C" or higher*

This course is the second course in the Peer Enrichment Program of the Nursing Program. It is designed to provide students with the essential skills needed to become a motivated and successful nursing student. Students will continue to learn to prioritize their time, develop memory and thinking skills, take meaningful notes during lectures and assigned readings, develop strategies for taking various types of tests, and improve both written and oral communication skills. The course will promote study skills, review co-requisite course content, and enhance the students' self-esteem and desire to succeed in their personal and professional lives. This is a required course for a select group of nursing students meeting certain criteria. It is also open to any nursing student wishing to enroll.

## SLS 1331 - Personal Business Skills

**3 credits**
This course is designed to prepare students, business managers, and supervisors to meet the challenge of the ever-changing business world. Students develop the skills necessary to understand and cope with life's challenges. Emphasis is placed on job seeking skills, teamwork, problem solving, and other employability skills.

## SLS 1350 - Employability Preparation

**2 credits**
This course is designed for students who are seeking employment upon graduation. The complexities of obtaining and maintaining a job will be the main focus of this course. Students will be instructed how to develop personal and professionally written resumes, how to complete application forms, how to compose cover letters, practice the skills of interviewing, apply the skills of salary negotiations and understand the intricacies of entrepreneurship. National and local forecasts of career growth in the student's area of interest will be reviewed and discussed.

## SLS 1515 - Cornerstone Experience

**3 credits**
The Cornerstone Experience course at Florida SouthWestern State College is an integrative and interdisciplinary course designed to help first-year students acquire critical thinking and decision-making skills that promote academic success. In this course, students will learn about college resources and requirements, explore career objectives and programs of study, establish relationships with mentoring faculty and develop a support group among peers. This course is a College requirement for First Time (FTIC) students. To successfully complete this course, a minimum grade of "C" is required.

## SLS 1533 - Improving Mathematics Skills by Reducing Anxiety

**1 credit**
This course is designed to assist students in confronting, understanding, and overcoming their mathematics anxieties by improving study skills unique to learning mathematics through the use of relevant mathematical applications and concrete mathematics manipulatives.

## SLS 1949 - Work Experience Internship

**3 credits**
**Prerequisites: SLS 1331** - *Personal Business Skills or SLS 1515 - Cornerstone Experience with a grade of "B" or higher, successful completion of 30 credit hours or college level coursework, minimum GPA of 2.5, Internship Application, and permission of the Dean*
**Recommended: It is recommended that students take this course in the last term of their degree program. In order to register for this course, students must complete an Internship Application with the School of Business and Technology.**
This course is designed to provide students with direct work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## SLS 2261 - Leadership Development

**3 credits**
This course has as its central focus the development of leadership ability. The course provides a basic understanding of leadership and assists participants in developing a personal philosophy of leadership, an awareness of the moral and ethical responsibilities of leadership, and an awareness of one's own ability and style of leadership.

## SLS 2930 - Math Success for Educators

**1 credit**
This course is intended to prepare future educators for success with mathematics by building strong foundation skills and confidence with mathematics. Students will cover topics that will help them to be more successful in understanding mathematics and mathematical thinking, enabling them to better embrace teaching methods and strategies for helping children to understand mathematical concepts.

## SLS 2949 - Work Experience Internship II

**3 credits**
**Prerequisites: SLS 1949 and (SLS 1331 Personal Business Skills or SLS 1515 Cornerstone Experience), both with a grade of "B" or higher, successful completion of 30 credit hours of college coursework, minimum GPA of 2.5, Internship Application; or Internship Application and permission of the Dean**
This course builds upon the experience learned in SLS 1949; is designed to provide students with direct work experience and is a cooperative program among the college, students, and local employers. Students are responsible for locating a suitable organization in which to obtain this work experience. Students will complete 75 hours of supervised work with an approved internship sponsor. Students are required to submit verification of hours worked and provide a written summary report to the professor at the end of the internship.

## SOP 2770 - Introduction to Human Sexuality (I)

**3 credits**
This course will provide students with an opportunity to explore the many facets of human sexual behavior. It will address the biological, psychological, and social factors of sexuality, and capitalize on how those factors influence personality and interpersonal relationships. By exploring the various course topics students will gain insight to their own sexual philosophy, become skillful at evaluating sexual information, and establish an understanding about the significance and relevance of human sexuality in everyday life.

(I) International or diversity focus

## SPC 1017 - Fundamentals of Speech Communication

**3 credits**
**Prerequisites:** ENC 1101 *with a "C" or better*
This course introduces students to the speech communication discipline. A variety of activities and class assignments are designed to acquaint students with the intrapersonal, interpersonal, and public speaking levels of speech communication. Students may also enroll in the business emphasis section of this course, which emphasizes communicating during an employment interview, communicating in self-directed work teams, and developing multimedia presentations. If completed with a grade of "C" or better, this course serves to demonstrate competence in oral communication.

## SPC 2608 - Introduction to Public Speaking

**3 credits**
**Prerequisites:** ENC 1101 *with a "C" or better*
This course focuses on developing effective public speaking skills. Specific objectives focus on designing informative and persuasive presentations for specific audiences; applying appropriate nonverbal vocal and physical behaviors to deliver speeches effectively; selecting appropriate multimedia to enhance presentations; and developing critical listening skills using both oral and written assignments.

## SPN 1120 - Beginning Spanish I- (I)

**4 credits**
**Prerequisites:** *SB 1720 Testing Exemption or successful completion of Developmental courses in reading and writing; or permission of the instructor*
This course is for beginners or those with one year of high school Spanish. This course is a study of the language and the culture with emphasis on communication in the target language.

(I) International or diversity focus

## SPN 1121 - Beginning Spanish II- (I)

**4 credits**
**Prerequisites:** SPN 1120
This course is for beginners or those with one year of high school Spanish. This course is a study of the language and the culture with emphasis on communication in the target language.

(I) International or diversity focus

## SPN 2210 - Advanced Spanish Conversation and Composition- (I)

**3 credits**
**Prerequisites:** SPN 2221
This course emphasizes oral and written expression in the target language and provides a brief review of Spanish grammar.

(I) International or diversity focus

## SPN 2220 - Intermediate Spanish I- (I)

**4 credits**
**Prerequisites:** SPN 1121**, or two years of high school Spanish, or permission of instructor**
This course presents further study of language and culture, and provides an introduction to literary readings. Continued emphasis is placed on communication in the target language.

(I) International or diversity focus

## SPN 2221 - Intermediate Spanish II- (I)

**4 credits**
**Prerequisites:** SPN 2220
This course continues to present further study of language and culture, and provides an introduction to literary readings. Continued emphasis is placed on communication in the target language.

(I) International or diversity focus

## SSE 1949 - Social Sciences Internship I

**3 credits**
**Prerequisites:** *6 credit hours of discipline specific coursework (courses in the 1000 or 2000 levels with prefixes of AMH, ANT,*

*CLP, DEP, ECO, GEA, INP, INR, POS, PSY, SYG, WOH), each completed with a grade of "C" or higher; 15 completed program hours (in AA General Education) or permission of Dean*
This course offers a cooperative program between the College, students, and local employers. This course requires verified work hours and a written summary report at the end of the work experience.

## SSE 2949 - Social Sciences Internship II

**3 credits**
**Prerequisites:** SSE 1949 *with a grade of "C" or higher*
This course offers a cooperative program between the College, students, and local employers/volunteer organizations. This course requires verified work hours and a written summary report at the end of the work experience.

## STA 2023 - Statistical Methods I

**3 credits**
**Prerequisites:** *Testing, or* MAT 1100**(with a "C" or better), or** MAT 1033 *or higher (with a "C" or better)*
This is an introductory course covering the fundamental topics of statistics. Topics include: descriptive measures, probability, probability distributions, central limit theorem, sampling distributions, confidence intervals, hypothesis testing, correlation, regression analysis and nonparametric test procedures. A graphing calculator is required. If completed with a grade of "C" or better, this course serves to demonstrate competence in the general education mathematics requirement.

## SUR 1100C - Surveying

**4 credits**
This course includes lecture and field practice covering use, care, and limitations of various surveying instruments and related equipment. Data taken from rod, tape, differential level, etc. are properly recorded in field notes. Students conduct field exercises and prepare related reports. Principal subjects are leveling and measurement of angles.

## SUR 2140C - Advanced Surveying

**4 credits**
**Prerequisites:** SUR 1100C
This course is a continuation of SUR 1100C to include horizontal control surveys, resection and horizontal curve layout. Electronic Distance Meters (EDM) equipment is introduced.

## SYG 1000 - Principles of Sociology

**3 credits**
This course is a systematic study of human society with primary emphasis on social interaction, culture, socialization, social groups, social institutions, social causation, and social change.

## SYG 1010 - Contemporary Social Problems

**3 credits**
This course is a thought-provoking examination of the social dilemmas and controversial issues facing American society today.

## SYG 2430 - Marriage and the Family

**3 credits**
This course is an examination of the nuclear family, its origins, history, status at present, and struggle for survival. Attention is given to male- female relationships, changing lifestyles, conflict, parenthood, and divorce.

## TAX 2000 - Federal Tax Accounting I

**3 credits**
**Prerequisites:** ACG 1001 *or* ACG 2021 *or permission of the Dean*
This course presents federal income tax as it applies to individuals, with limited coverage of corporate tax and partnership information returns. Students prepare a comprehensive joint income tax return. Current tax law is also covered.

## TAX 2010 - Federal Tax Accounting II

**3 credits**
**Prerequisites:** ACG 2011 **or** ACG 2021 *or permission of the Dean*
This course is a continuation of Federal Tax Accounting I and covers Federal taxation of partnerships, corporations, estates, trusts, and other selected topics.

## TAX 2401 - Trusts, Estates, and Gifts: Accounting and Taxation

**3 credits**
**Prerequisites:** TAX 2000 **or permission of the Dean**
This course covers definitions and operations of the various fiduciary forms of wealth transfer including: 1) fiduciary accounting principles and concepts; 2) record keeping requirements; 3) various tax reporting requirements, forms and calculations. This course is also required and designed for students preparing to graduate and transition to employment and/or continuing

education.  Students are required to write a paper on a contemporary topic or issue, produce a resume and cover letter, and pass a comprehensive examination demonstrating the learning outcomes from the core accounting courses in the program.

## TAX 4001 - Advanced Federal Tax Accounting I

**3 credits**
**Prerequisites: Prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better: ENC 1101 English Composition I, ENC 1102 English Composition II, and three semester hours of college level mathematics; or permission from the appropriate academic Dean AND ACG 3103  with a minimum grade of "C"**
A study of the federal income taxation of individuals, including property transactions, loss limitations, and sole proprietorships.

## THE 1000 - Theatre Appreciation (I)

**3 credits**
This course introduces the elements of drama and the process of theatrical production, with special emphasis on reading, analyzing, and experiencing contemporary drama.

(I) International or diversity focus

## THE 1925 - Theatre Performance and Production

**4 credit(s)**
Rehearsal and performance in a major college or professional production is presented in this course.

Note: Open auditions. This course may be repeated once for credit.

## THE 2100 - Theatre History and Literature

**3 credits**
This course is a comprehensive survey of the development of the theatre and its literature from its beginnings to modern times. This includes reading and discussion of plays representative of each significant theatrical period and study of their relationship to their cultural and social setting.

## THE 2925 - Theatre Performance and Production

**4 credit(s)**

Rehearsal and performance in a major college or professional production are presented in this course.

Note: Open auditions. This course may be repeated once for credit.

## TPA 1210 - Stage Craft I

**3 credits**
This course is an introduction to the terminology, methods, tools and materials employed in stage lighting, sound and construction. This course combines lecture and demonstration in a lab setting to explore basic practices in theatrical production.

## TPA 1290 - Fundamentals of Theatre Practice I

**4 credits**
This course presents instruction and practical experience in stagecraft, design, lighting, and costume in connection with college or professional productions.

Note: This course may be repeated once for credit.

## TPA 2291 - Fundamentals of Theatre Practice II

**4 credits**
This course presents instruction and practical experience in stagecraft, design, lighting, and costume in connection with college or professional productions.

Note: This course may be repeated once for credit.

## TPP 1110 - Acting I

**3 credits**
This course presents the principles and techniques of acting with production of selected scenes.

## TPP 1111 - Acting II

**3 credits**
**Prerequisites:** TPP 1110*, or permission of the professor*
This course presents the principles and techniques of acting with production of selected scenes.

## TPP 1606 - Playwriting

**3 credits**
**Prerequisites:** THE 1000 Theatre Appreciation or THE 2100 Theatre History and Literature, with a grade of "C" or higher
This course introduces the craft of playwriting through the exploration of process, playwriting styles, and techniques employed in the writing of dramatic texts. A one-act play of significant length and complexity will be the semester project.

## TPP 2300 - Directing I

**3 credits**
**Prerequisites:** THE 1000 Theatre Appreciation or THE 2100 Theatre History and Literature, with a grade of "C" or higher
This course is an introduction to directing for the stage with emphasis on script analysis as well as production concept and approach. It will also examine the processes of production management of both people and resources.

## TRA 1410 - Introduction to Rail Freight Operations

**3 credits**
This is an introductory course in rail freight operations. Students examine the advantages and disadvantages of the movement of freight by rail, the organization and operation of rail lines, including the use of intermodal transfer facilities and on-dock rail. Topics include shipping documents, shipment tracking, management of human resources and equipment, and an overview of hazardous materials shipments and security issues.

## TRA 1420 - Introduction to Trucking Operations

**3 credits**
This introductory course examines trucking operations and the transportation of goods and materials over roadways. U.S. Department of Transportation requirements, documents required for shipping, vehicle and shipment tracking, scheduling, management of equipment, just-in-time implications and integration with other transportation modes are covered topics. Hazardous materials shipments and security issues are also discussed.

## TRA 1430 - Introduction to Port Freight Operations

**3 credits**
This introductory course in port freight operations covers how seaports and inland ports are organized and operate, how seaport freight is moved domestically and internationally, including the integration of port operations with other modes of transportation. Topics include break-bulk handling during loading, discharging, in-transit carriage, on-dock rail, harbor drayage, equipment and cargo management, and an overview of hazardous materials shipments and security.

## TRA 2010 - Introduction to Transportation and Logistics

**3 credits**
This course explores the role and importance of transportation in the distribution of goods. It focuses on the infrastructure of the freight transportation system, modes of transportation, transportation regulations and related public policy. Topics include carrier cost structures, operating characteristics, and policy regulations regarding air, truck, rail, and sea transportation modes.

## TRA 2402 - Intermodal Transportation Operations

**3 credits**
**Prerequisites:** TRA 2010 Introduction to Transportation and Logistics
This course explores the fundamental elements necessary to plan, implement and control efficient and market-responsive integrated transportation systems. Topics include strategic, operational, and project management roles of transportation in supply chains. Emphasis is placed on services pricing, carrier selection, equipment and shipment planning, intermodal operations, financial/budgetary constraints, security and distribution services.

## TSL 4080 - Second Language Acquisition and Culture-(I)

**3 credits**
**Prerequisites:** *Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102*, and three semester hours of college level mathematics; or permission from the appropriate academic dean.*
**Required:** *15 hours of field experience in a K-12 classroom setting*
This course is designed to prepare teacher candidates with the foundational knowledge of applied linguistics and cross-cultural communication so that they can effectively teach English Language Learners (ELLs) and culturally and linguistically diverse (CLD) students in K-12 settings. The course will provide teacher candidates with an overview of the history of U.S. language policy, legislation and The Florida Consent Decree. Teacher candidates will examine cultural and cross-cultural communication with regard to ELL students and stakeholders. Teacher candidates will also study language principles, the structure of the English language, the nature of first (L1) and second (L2) language acquisition, major L1 and L2 acquisition theories, and effective strategies for promoting language development in K-12 settings. This course requires fifteen (15) hours of field experience in a K-12 classroom setting.

(I) International or diversity focus

## TSL 4140 - ESOL Methods, Curriculum and Assessment

**3 credits**
**Prerequisites:** *Admission into the Bachelor of Science in Education program or special permission from the Dean of the School of Education; and prior to enrolling in any upper level course (course number beginning with a 3 or 4), students must complete*

*the following courses with a grade of "C" or better:* ENC 1101**,** ENC 1102**, and three semester hours of college level mathematics; or permission from the appropriate academic dean.**
**Required:** *15 hours of field experience in a K-12 classroom setting*
This course will build on the teacher candidates' knowledge of applied linguistics and cross-cultural communication and extend their understanding of the nature and role of language and culture in classrooms. This course will prepare teacher candidates to plan for, instruct, and assess English Language Learners (ELLs) in K-12 settings. The teacher candidates will examine research-based strategies for supporting English language development as well as promoting comprehension and acquisition of grade level content. Curriculum development and assessment activities will be tied to content, language, and literacy goals for ELLs. This course requires fifteen (15) hours of field experience in a K-12 classroom setting.

## WOH 1012 - History of World Civilization to 1500- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 *and* REA 0019 *)} with a "C" or higher; or* EAP 1620 *and* EAP 1640 **with a "C" or higher; or an eligible testing/course completion** *combination*
**Required:** *Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student*
This course is a compact survey of the evolution of civilization from early times to 1500. All major areas and countries are included. Europe, the Middle East, Asia, Africa, India, China, Japan, and North, Central and South America receive appropriate emphasis. The major focus will be on the political, economic, and social views of the world. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## WOH 1023 - History of World Civilization 1500 to 1815- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 **and** REA 0019 **)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 **with a "C" or higher; or an eligible testing/course completion combination**
**Required: Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student**
This course is a survey of the history of the world from 1500 to 1815. This course emphasizes the political, economic, social, and intellectual aspects of world history during this period. Subjects include European exploration and colonization; the emergence of the nation-state; great modern revolutions; the Enlightenment; the French Revolution and the Napoleonic Era. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## WOH 1030 - History of World Civilization 1815 to Present- (I)

**3 credits**
**Prerequisites: SB 1720 Testing Exemption or Testing into** ENC 1101**; or completion of {(ENC 0025 and REA 0017) or (**ENC 0022 *and* REA 0019 **)} with a "C" or higher; or** EAP 1620 **and** EAP 1640 *with a "C" or higher; or an eligible testing/course completion combination*
**Required:** Writing intensive-a minimum of 4,000 words of instructor-evaluated writing per student
A survey including modern revolutions; the Industrial Revolution; Imperialism; the Indian, Far Eastern, and African backgrounds and political developments; the rise of Latin America; two World Wars and their results; modern nationalism and the decline of colonialism. The political, economic, social, and intellectual views of the world will be emphasized. This course is termed a writing intensive course and requires a minimum of 4,000 words of instructor-evaluated writing per student, including a minimum of three graded assignments over the duration of the course. If completed with a grade of "C" or better, this course serves to complete part of the writing intensive course requirements.

(I) International or diversity focus

## XXX 2910 - Undergraduate Research (Variable Prefix)

**1-3 credits**
This course is intended to guide undergraduate students from all disciplines through the stages of writing a proposal for their research option project and subsequent thesis. Because the course will enroll students from different disciplines, they will also become acquainted with research topics, ways of framing arguments, and making points outside their fields of study, which will help them develop a more interdisciplinary perspective. Note: The course prefix will vary according to the appropriate discipline.

# Administration and Faculty

## Administration

ALLBRITTEN, Jeffery
B.S., M.S., Murray State University
D.A., Middle Tennessee State University
President

PEEL, Henry
B.S., M.A.Ed., East Carolina University
Ed.D., University of North Carolina
Chief of Staff

JONES, Robert
A.A.S., Navarro College
B.A., University of Texas, Austin
M.B.A., University of Texas, Tyler
Ed.D., Nova Southeastern University
Collier Campus President
Regional Vice President Economic and Community Development

LAND, Patricia
B.A., M.Ed., University of Florida
Ed.D, University of Tennessee
Charlotte Campus President
Regional Vice President Economic and Community Development

DAVIS, Christine
B.A., M.Ed., Florida Atlantic University
Ed.D., Nova Southeastern University
Vice President, Student Affairs and Enrollment Management

DOEBLE, Gina
B.A., Arizona State University
M.S., Florida Gulf Coast University
Ph.D., University of Florida
Vice President, Administrative Services

STEWART, Jeffrey
B.S., Western Carolina University
M.A., Ph.D., The University of Alabama
Vice President Research, Technology and Accountability

TRAINA, Louis
B.A., M.A., Seton Hall University
Ed.D., Columbia University, Teachers College
Vice President, Institutional Advancement
and Foundation Executive Director

WRIGHT, Denis
B.A., University of Massachusetts at Amherst
M.S., Ph.D., University of Connecticut
Provost and Vice President, Academic Affairs

LUPE, Mark
B.A., J.D., University of Toledo
General Counsel

HOLLIDAY, Matthew
A.A., Florida SouthWestern State College
B.S., The Florida State University
Director, Governmental Relations

## Institutional Advancement

TRAINA, Louis
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Ed.D., Columbia University, Teachers College
Vice President, Institutional Advancement
and Foundation Executive Director

## Foundation and Alumni Relations

BOVA, Paul
B.S., Norwich University
Senior Director, Development

KNOX, Arlene
B.S., M.A., University of Georgia
Senior Director, Development

MILLER, Kevin
B.S., Florida State University
Senior Director, Foundation Administration and Development

## Studio FSW

MORGENSTERN, Teresa
B.A., Ball State University
Director, Communications and Public Information Officer

## Student Affairs and Enrollment Management

DAVIS, Christine
B.A., M.Ed., Florida Atlantic University
Ed.D., Nova Southeastern University
Vice President, Student Affairs and Enrollment Management

ANTCZAK, Laura
B.S., Nebraska Wesleyan University

M.Ed., Florida Atlantic University
Assistant Vice President, Enrollment and Student Success

BUKOWSKI, Mark
B.A., Flagler College
M.P.A., Hodges University
Director, Admissions

HARTSELL, Angela
B.S., M.S., Mississippi State University
Director, Adaptive Services

JONES, Andrae
B.A., University of Florida
M.A., Webster University
Director, Academic Advising

LIEKWEG, Sarah
B.A., Wayne State University
M.A., Ball State University
Director, TRiO Programs

LONG, Justin
B.A., Eckerd College
M.S., Drexel University
Director, Housing and Residence Life

RICKMAN, Linda
B.S., M.S., Texas A&M University
Associate Dean, Student Affairs and Director of Campus Life

SWAFFORD, Joletta Denise
B.S.E., Southern Arkansas University
M.S.E., Henderson State University
Director, Testing Services

KENNEDY, Kevin
B.A., Mt. Marty College
M.A., Ed.D., University of South Dakota
Coordinator, Career Services

## Administrative Services

DOEBLE, Gina
B.A., Arizona State University
M.S., Florida Gulf Coast University
Ph.D., University of Florida
Vice President

## Auxilliary Services

PULTRO, Judith
B.A., Western New England College
Director, Auxiliary Services

## Facilities Management

NICE, Steve
B.A., Clarion State University
M.A., St. Thomas University
Director, Facilities Planning and Development

COPASS, Ronald
Director, Facilities Maintenance and Engineering

## Financial Aid

MORGAN, Catherine
A.A, Florida SouthWestern State College
B.S., University of South Florida
Director, Student Financial Aid

## Financial Services

DISCENZA, Toby
B.S., Syracuse University
M.B.A., Florida Gulf Coast University
Assistant Vice President, Financial Services

KEDDO, Dwain
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# Glossary of Terms

**Associate in Arts Degree (AA)**: A program of instruction consisting of courses offered to students intending to enter baccalaureate programs. All AA courses are advanced and professional in nature.

**Academic Success Centers**: Math, reading, and writing support centers for scheduled classes, referrals, and drop-in students needing help with academic reading, writing and math projects.

**Accreditation**: Certification that a college meets a set of criteria established by one of six private, nonprofit, voluntary regional accrediting associations.

**Add/Drop**: The procedure used to alter class schedules after initial registration and through the first week of the semester. During this time, students can adjust their schedule by dropping or adding a course without penalty.

**Advanced Placement (AP)**: A national examination through which credit may be awarded in specified subjects. The minimum passing score is required for the awarding of credit applicable toward a degree. Information is available in the Counseling, Advising, and Assessment Center.

**Associate in Science Degree (AS)**: A two-year program of instruction consisting of college level courses to prepare for entry into employment. All AS courses are advanced and professional or post-secondary vocational courses.

**ACT-Enhanced (ACT-E)**: American College Testing Program. One of the assessment tests accepted for entry/placement at Florida SouthWestern State College.

**Articulation Agreement**: State Board of Education rules that establish provisions to facilitate the smooth transition of students through the secondary, community college and university educational systems.

**Advanced Technology Certificate (ATC):** An ATC is available to students who have already been awarded an Associate in Science degree and wish to upgrade their skills.

**Audit**: A college credit course taken for informational instruction only. College credit is not earned and regular fees are assessed. Testing and course pre-and co-requisites apply.

**Baccalaureate (Bachelor's)**: A degree obtained by completing 120 credit hours. The first 60 hours are usually made up of general education and elective classes and the final 60 hours consist of major specific coursework.

**Catalog**: A resource of academic policies, procedures, college and degree requirements, faculty and course descriptions, published yearly (but subject to change).

**CLAS (College Level Academic Skills)**: Beginning July 1, 2011, CLAS will no longer be an associate's degree or bachelor's degree graduation requirement.

**CLEP (College Level Examination Program)**: CLEP is a national examination through which credit may be awarded in specified subjects. Meeting the minimum passing score is required for awarding of credit applicable toward a degree. Information is available in the Counseling, Advising and Assessment Center.

**College Credit Certificate (CCC)**: A CCC focuses on a specific job or set of skills. These programs require few credits than an associate degree. Credits completed in a CCC will apply to the related AS degree.

**Commencement**: Is the ceremony held once a year at the close of the spring semester for graduates from all campuses celebrating their academic achievement. Students have the option of participating. If the student chooses to particpate, the student must complete and submit the Commencement portion of the graduation and commencement application. There is no cost to partcipate other than the cost of the required cap and gown, which can be purchased at any FSW bookstore. (Please Note: particpating in the Commencement ceremony does not ensure graduation. Graduation requirements must be satisfied in order for graduation to be completed and a diploma issued.)

**Continuing Education**: A variety of non-credit subjects offered to the community through Florida SouthWestern State College.

**C.E.U. (Continuing Education Unit)**: One C.E.U. is awarded for every ten contact hours of instruction in an organized continuing education/noncredit course.

**Co-requisite**: A course which must be taken at the same time as another course.

**Course substitution**: The process through which a student petitions the College for a replacement of a required course with a course that meets a minimum of 70% of the course learning outcomes. The course must be completed at an accredited post-secondary institution with evidence of common content and learning outcomes.

**Course transfer**: The process of bringing in an identical, or nearly identical, course from another accredited post-secondary institution to replace a required course at Florida SouthWestern State College. The transfer evaluation process is guided by the Florida Common Course Numbering System or catalog descriptions and a syllabus.

**Course waiver**: Occurs when the applicant has credits in the subject area that are above and beyond the requirements of the waived course.

**Credit by Examination**: The award of credit is based upon the demonstration of knowledge of prior learning as assessed by examination. This process may also include an assessment of professional certification. Examples include: Advanced Placement, CLEP, FL EMT-B and/or Paramedic Certification, FDLE CJSTC exam, International Baccalaureate and the National Registry Exam for Radiologic Technologists.

**Credit Hour (or Semester Hour)**: The credit hours reflect approximately the total hours a student spends per week in class. For example, a student enrolled in ENC 1101 (3 credits) spends approximately three hours per week for approximately 15 weeks in class.

**Degree-Seeking Status**: A student whose admission requirements have been fully met and who is working toward a degree.

**Drop**: A student may drop a course during the add/drop period. A dropped course does not appear on the permanent record. This may be done online via the student portal or the appropriate form must be submitted to the Office of the Registrar before the established deadline. Drops after that date may be granted only through established college procedures.

**Early Admission**: Full-time enrollment at Florida SouthWestern State College by eligible high school students. Permission of the high school principal or designee is required.

**Early College (Dual Enrollment)**: A student enrolled at two educational institutions (a high school and a community college) concurrently. See your high school counselor for information.

**Educational Plan**: A plan of required and elective courses prepared by an academic advisor to assist students in reaching their academic goals.

**Effective Catalog**: Contingent upon a student's continuous enrollment, the catalog in effect at the time a student first enrolls, and for five  years with continous enrollment, governs the student's graduation requirements.

**Enrollment Verification**: Is used to officially verify a student's enrollment status, credit hours, anticipated graduation date, and proof of attendance.

**Fee**: A non-refundable financial charge for services rendered, such as laboratory fees or special tests.

**Financial Aid Transcript**: Official record of financial aid funds received by a student. This is required of all students who transfer from another institution and apply for financial assistance at Florida SouthWestern State College.

**First Year Experience (FYE) Program**: A comprehensive blueprint for preparing any student entering college for the first time to become a self-reliant learner. The FYE Program will include advising, orientation, our first year college experience course, and academic support for students as well as training and development for faculty.

**Foreign Language Competency**:
In accordance with Florida Statute 1007.25, students initially entering a Florida College System Institution in 2014-2015 and thereafter must demonstrate competency in foreign language pursuant to guidelines set in Florida Statute 1007.262.

The Foreign Language Competency Requirement may be met by:

- 2 years of the same High School Foreign Language, or
- Documented foreign language proficiency through testing (for example, CLEP)
- 2 semesters of the same College Level Foreign Language (level II proficiency), or
- Level II proficiency- this criterion occurs when a student has completed the second course of a sequence of college foreign language without completing the first course. For example, if a student has successfully completed a college-level Spanish II but not Spanish I, then the student has met the Foreign Language Competency requirement.

**FSW Online**: The systematic effort to reach potential learners who may be excluded from the traditional classroom by constraints of time, place and/or circumstance. Florida SouthWestern State College Internet courses are an example of distance learning.

**Full-time Status**: Enrollment in 12 or more credit hours in a Fall, Spring, or Summer semester.

**General Education Hours**: A specific number of semester hours of basic liberal arts courses required as foundation in the Associate in Arts degree program.

**Gordon Rule**: State Board Rule 6A-10.030 states the following: Six (6) semester hours of English coursework and six (6) semester hours of additional coursework in which the student is required to demonstrate college-level writing skills through multiple assignments. Each institution shall designate the courses that fulfill the writing requirements of this section. These course designations shall be submitted to the Statewide Course Numbering System. An institution to which a student transfers shall accept courses so designated by the sending institution as meeting the writing requirements outlined in this section. Within the mathematics area, completion of specific courses is required.

**Grade**: Alphabetical measures of academic success ranging from excellent (A) to failure (F).

**Grade Forgiveness**: A method by which students may repeat a limited number of courses to improve their grade point average. Only the grade received on the last repeat is used in the GPA calculation. Grade forgiveness is limited to courses in which the student earned a "D" or "F" grade. Students are limited to two repeats per course. Upon a third attempt, the grade issued is the final grade for that course.

**Grade Point Average (GPA)**: The calculation of credits attempted, credits earned and grades earned.

**Graduation**: Is the term used to refer to the actual completion of your degree or certificate.

**Grant**: Non-repayable financial aid funds awarded for college expenses to qualified students.

**International or Diversity Focus Classes**: Florida state universities may require students to take courses that have an international or diversity focus. These are designed with an "I" after the course descriptions.

**International Student**: A student who has entered the United States on a nonimmigrant visa (F1) (most often an individual on a student visa).

**Limited Access/Enrollment**: A designation given to programs that require additional admission requirements (i.e., higher GPA, higher test scores, completion of certain coursework). Admission is granted to a limited number of applicants.

**Major**: A group of related courses that constitute a focused program of study in a specific area of knowledge.

**Mini-semester**: A short semester of credit instruction. Also referred to as Fall A or B, Spring A or B and Summer A or B.

**Native course**: A college-credit course offered through Florida SouthWestern State College.

**Non-credit**: A course for which college credit is not granted.

**Part-time status**: Enrollment in 11 or fewer credit hours in a Fall, Spring, or Summer semester.

**PERT**: "Post-Secondary Education Readiness Test" is an academic assessment used for placement into either college level classes or college preparatory courses.

**Placement Testing**: Initial testing and subsequent evaluation of students to aid in placement and progress in reading comprehension, writing, English, arithmetic and algebra.

**Preparatory course**: A non-credit skill development course.

**Prerequisite**: A course which must be satisfactorily completed before entering a related course.

**PSAV**: Post secondary adult vocational certificate programs are based upon clock hours instead of credit hours. Coursework leads directly to specific jobs such as Dental Assisting.

**Quality Points**: The value, ranging from "4" to "0" for grades "A" to "F" multiplied by the number of credits; i.e., 3 credits x A(4pts.)=12 quality points for all courses completed. These points are used to determine grade point average (GPA).

**Registration**: May be accomplished in person or online at www.fsw.edu.

**Residency**: Further information is available in the Office of the Registrar.

**Scholarships**: Financial assistance for college expenses granted by donors to qualified recipients. Further information is available in the Financial Aid Office.

**Scholastic Achievement Test (SAT)**: An academic assessment used for placement into either college level classes or college preparatory courses.

**Semester (Term)**: Refers to the way an academic year is divided. The academic year consists of three semesters or terms (Fall, Spring ,and Summer), each lasting approximately 16 weeks.

**Semester Hour**: See credit hour.

**Student Classification**: Pertains to full-time, part-time, audit, credit, or non-credit.

**Student Government Association (SGA)**: Official representatives of the student body to the administration in matters concerning student life.

**Withdrawal:** A student may withdraw from a course within the published withdrawal period. A withdrawal results in a 'W' grade, which is not computed in the GPA, but counts as an attempt. Financial aid may be impacted where applicable.